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Decreto Rettorale

IL RETTORE

VISTO lo Statuto dell'Università di Verona emanato con Decreto Rettorale n. 4965 del 24 giugno 2020;

VISTA la deliberazione assunta dal Senato Accademico, nella seduta del 18 dicembre 2020, di revisione e aggiornamento del Regolamento di ateneo per la mobilità studentesca internazionale (D.R. 316/2017 del 20/02/2017);

VISTO il parere favorevole espresso dal Consiglio di Amministrazione, con delibera del 21.12.2020, in merito all'approvazione del Regolamento di ateneo per la mobilità studentesca internazionale;

DECRETA

Art. 1 - È emanato il Regolamento di ateneo per la mobilità studentesca internazionale, nel testo allegato al presente decreto.

Art. 2 – Il regolamento entrerà in vigore il giorno successivo alla pubblicazione all'Albo ufficiale di ateneo.

IL RETTORE

Prof. Pier Francesco Nocini

Il presente documento è firmato digitalmente e registrato nel sistema di protocollo dell'Università di Verona, ai sensi degli articoli 23-bis e 23-ter e ss. del DLgs 82/2005 e s.m.i.



(English translation)

UNIVERSITY REGULATIONS ON INTERNATIONAL STUDENT MOBILITY PROGRAMMES

Art. 1 – Purposes and scope

1. The University of Verona regards the promotion of the international dimension of studies, teaching, scientific research, and professional development as one of the primary tools for the establishment and development of an international higher education area, and undertakes, in line with the goals of the European Higher Education Area (EHEA) and the Bologna Process, to help remove obstacles to its implementation.

2. These regulations govern all activities relating to the University's cooperation with international universities and institutions and, in particular, the mobility of University of Verona students within the framework of European programmes and ministerial guidelines for the internationalisation of universities, in accordance with the requirements and criteria in place for monitoring the implementation of these programmes.

3. These regulations apply to activities involving the mobility of students as part of European programmes, international agreements entered into with international institutions, and mobility as part of joint/double degree programmes.

Art. 2 – Types of international student mobility and eligible activities

1. The international mobility, both within and outside of Europe, is a key to educational, personal and cultural enrichment, and a tool for creating transversal knowledge and competitive skills.

Mobilities may take place as follows:

- in person/on site: activities take place entirely in the destination country;
- blended mobility: activities take place both remotely with the student taking part from home, and on site in the destination country;
- virtual mobility only: activities take place entirely remotely, with the student taking part in the activities from their country of residence without them needing to travel to the destination country in person.

2. The following educational, scientific and training activities can be undertaken as part of a mobility programme:

- attending university modules (in first-, second-, third-cycle degree programmes, and Single-cycle degree programmes);
- taking exams;
- doing research and lab activities;
- doing a traineeship/internship;
- carrying out dissertation work;
- taking the final exam (presentation of the thesis/dissertation and graduation), if applicable under a double/joint degree agreement.

The above activities are only accepted as part of the mobility if they are previously included in a Learning Agreement (art. 4).



Art. 3 – International mobility programmes and selection procedures

1. The University of Verona promotes the international mobility of students through *Calls for applications* that are published annually and that enable participants to spend periods of variable length (short, six-month or annual) in countries of the European Union and the rest of the world. These selection procedures are made possible thanks to European, ministerial and University funding.
2. The procedures for taking part in the above mobility programmes, the relevant entry requirements, the available destinations and the relevant selection procedures are set out in the relevant *Calls for applications* published on the University's website in the '*Calls for applications*' section ('*Concorsi*' in Italian).
3. The University of Verona, in line with the guidelines issued by European programmes and national and supranational institutions, is committed to promoting the digitalisation and dematerialisation of administrative procedures linked to international mobility, from the publication of the *Call for applications* to the final stage of academic recognition.

Art. 4 – Learning Agreement

1. The Learning Agreement (hereinafter: 'LA'), is a fundamental document for students taking part in a mobility programme, and contains the list of training and learning activities (*educational components*) to be carried out at the Host Institution/Organisation, including the relevant identification codes and the university credits (CFU credits) awarded for each activity, which will be recognised at the end of the mobility. The LA must contain all the activities to be carried out at the Institution/Organisation abroad for which academic recognition is requested, and must be approved and signed by the three parties involved (University of Verona, Host Institution/Organisation, and the student), otherwise academic recognition shall not be granted.
2. The procedures for the completion and approval of the LA may differ depending on each mobility programme; therefore, please refer to the relevant *Call for applications* and corresponding annexes for any specific instructions, as well as to the regulations of each School and Department. As a general rule, the University of Verona is committed to promoting the digitalisation of procedures relating to the completion and approval of the LA, i.e. by using special software (Esse3, Erasmus Dashboard) and - where this may not be possible - word processing software and digital signatures. The LA must be completed and signed **before the start of the mobility period** and may be changed, if necessary, within 5 weeks of the start of mobility. All changes must be approved and signed by the parties involved, otherwise the change in question will have no effect.
3. As regards activities to be carried out abroad and intended to be equivalent to specific activities within the student's *curriculum*, the University of Verona is committed to adopting the necessary flexible approach, on condition that the learning objectives of the degree programme based in Verona are duly complied with. The chosen *component* to be undertaken abroad may not have the same title and number of university credits as the corresponding activity at the University of Verona, but the knowledge and skills to be gained must be in line with the student's own degree programme, and should match - with flexibility in mind - a specific set of learning activities included in the student's *curriculum* at the University of Verona, for a similar number of credits. To this end, the concept of 'package' when referring to groups of equivalent modules will be encouraged at all levels: students should be able to identify a set of activities and modules that can be equivalent to, and therefore can replace, a 'package' of activities and modules taught at the University of Verona. Slight differences in the number of credits between 'packages' may be accepted, **up to a maximum of two credits for the entire mobility period.**



4. For those modules that are made up of different sections, it is possible to take one or more sections abroad, as set out below. Please note, that only entire sections may be attended and taken.

| UNIVR-only student | | International mobility student | |
|--------------------|---------------|--|--------------|
| Section UNIVR "A" | 6 CFU | Activity 1 at the Host University abroad | 2 ECTS |
| Section UNIVR "B" | 6 CFU | Activity 2 at the Host University abroad | 4 ECTS |
| | | Total ECTS gained abroad | 6 ECTS |
| | | + Section UNIVR "B" at Univr | 6 CFU |
| Total CFU | 12 CFU | Total CFU | 12 FU |

5. The LA may include the compulsory internship and/or dissertation work, with corresponding credits, as determined by the relevant Department or School regulations. Bachelor's and Master's degree students who, during their mobility period abroad, intend to conduct research activities for the purpose of writing their final dissertation or thesis, must include the activity in their LA, specifying the name of the lecturer who will act as co-Supervisor at the Host University, on the basis of a specific and demonstrable agreement with the Supervisor at the University of Verona. At the end of the mobility, after having verified that the planned activities indicated in the LA have been actually carried out, the CFU credits relating to the final examination will be fully recognised as credits gained abroad.

Art. 5 – CFU credits to be gained abroad and grade conversion

1. For the purposes of the present regulations, 1 ECTS credit equals to 1 CFU university credit. For non-European Host Institutions/Organisations (e.g. under the Worldwide Study Programme), each Department/School shall draw up its own credit and grade conversion tables, if the system used at the Host Institution/Organisation is not directly comparable with the ECTS system.

2. The programme approved and included in the LA must be consistent with the duration of the study period abroad, with a number of credits as close as possible to the number of credits that can be acquired in the corresponding study period at the home university, i.e.: 60 CFU credits for an entire academic year (7 to 12 months), 30 CFU credits for a semester (3 to 6 months).

3. Upon returning from mobility, the student must request academic recognition of a minimum number of CFU credits acquired abroad as determined below:

- 12 CFU, for one semester of mobility;
- 24 CFU, for one academic year (two semesters) of mobility.

Any failure to gain the minimum number of CFU credits will result in the student being required to repay the entire grant awarded.

4. In order to encourage participation in international mobility programmes, all students who: (i) during their degree programme, have been recognised at least 12 CFUs obtained through international mobility, and (ii) obtain their degree within the normal duration of their degree programme, will be awarded 2 (two) points to be added to their graduation grade (it being understood that these additional points will not be counted if the student has in any case obtained the maximum score).

Art. 6 – Priority modules and attendance

1. Students who undertake a period of study abroad in accordance with the procedures set out



above may be granted, subject to an explicit resolution of the Teaching Committee of the relevant degree programme, exemption from any requirements in relation to priority modules and/or attendance (including compulsory attendance) of the teaching and learning activities that are deemed equivalent to those administered in the same period at the University of Verona.

2. Students who are abroad as part of a mobility programme, are only allowed to return to their place of residence for the days strictly necessary to present their dissertation (graduation) or take exams, provided that this does not contrast with their attendance obligations and other duties towards the Host University.

Art. 7 – Academic recognition of activities and registration in the student’s exam record

1. At the end of the mobility, the student must have a document that certifies that they were actually present at the Host Institution/Organisation for the entire duration of the mobility (*Confirmation of Stay*, in the case of physical or blended mobility), a fully updated Learning Agreement, and a document issued by the Host Institution/Organisation certifying that the training activities carried out during the mobility have been passed. This must include the mark and number of credits acquired by the student for each component or activity (*Transcript of Records*). On the basis of these documents, the student may subsequently apply for academic recognition of completed activities. The documents required and the requirements regarding their format and completion may vary depending on each mobility programme, therefore please refer to the specific *Call for applications* and their annexes.

2. The procedures for obtaining academic recognition and the registration of the training activities completed by the student are the responsibility of the School or Department to which the student belongs. The responsible body or lecturer, upon ascertaining that the documents submitted are suitable and in order, shall initiate the procedure: this involves the conversion of marks on a 30-point scale and shall result in the registration of the activities in question in the student's exam record.

In order to have these activities registered in the student's exam record and in the *Diploma Supplement*, and recognised as equivalent to a corresponding *package*, or group of modules taught in the student's degree programme, the following must be included:

- the modules/activities that are part of the degree programme at the University of Verona, specifying the original titles of the components or activities carried out abroad (*package*) that are intended as equivalent;
- the name of the Host Institution/Organisation, the dates of the period spent abroad and the relevant mobility programme.

In the case of a mobility for the purpose of dissertation work, once verified that the activities included in the LA have been actually carried out, the CFU credits acquired and certified by the Host Institution/Organisation will be fully recognised as part of the CFU credits relating to the student's final examination.

3. Activities carried out abroad will be fully recognised, in compliance with what is set out in the LA and the requirements relating to the number of credits that can be acquired abroad (Art. 4.3 and 5). Under no circumstances may students be required to sit supplementary examinations of these modules (or relating to a specific section of these modules) at the University of Verona.

4. The academic recognition of internships and traineeships carried out as part of an international mobility programme is governed by specific regulations. Unless otherwise specified, the process is the responsibility of the relevant offices.

5. The recognition of any language certificates or qualifications obtained during periods of international mobility is the responsibility of the University Language Centre (*Centro Linguistico di Ateneo*) and the relevant teaching structures, within the framework of their respective regulations.



Art. 8 – Grade conversion

1. Grades will be converted by comparing the grade distribution curve of the relevant degree programme/degree class with the corresponding grade distribution curve at the Host Institution/Organisation, in accordance with the international guidelines for the establishment of the European Higher Education Area (EHEA).

2. In order to ensure coherence, fairness and streamlining the grade conversion process, the University of Verona intends to use the new European [EGRACONS](#) methodology, currently being implemented. Until the EGRACONS system is fully implemented, the methods for converting grades and credits established by individual Department/School regulations will remain in force. The resulting grade on a 30-point scale will be registered by the responsible Office (Teaching and Student Services Unit) in the student's exam record.

Art. 9 – Visiting students

1. Students going to a university or other international institution outside of specific mobility programmes (*visiting students*) may apply to the relevant Teaching Committee for authorisation to carry out the mobility and to obtain academic recognition of the credits acquired at the end of the mobility, in accordance with the procedures and deadlines established by the same body.

2. The *visiting student* must comply with the terms and conditions of access to the activities offered by the relevant Host Institution/Organisation, including the possible payment of fees or tuition fees. *Visiting students* shall not be exempt from paying tuition fees at the University of Verona for the entire period of mobility.

Art. 10 – Final provisions

1. These regulations shall come into force from academic year 2020/2021.

2. For any matters not specified in these Regulations, please refer to the relevant international mobility *Calls for applications* and relevant annexes.

3. The University's Schools and Departments shall issue specific regulations, in accordance with the guidelines and principles described in these regulations, and drawn up in compliance with specific guidelines provided by the International Office (*U.O. Mobilità Internazionale*).