




University of Verona

International Relations Office

 Open hours for students: Monday, Wednesday and Friday 10:00 am–12:45 pm

 Telephone hours: Monday to Friday 9:30 am–12:30 pm

 [Service Desk](#)

General information

Contact person for Australia, Canada, Russia and USA

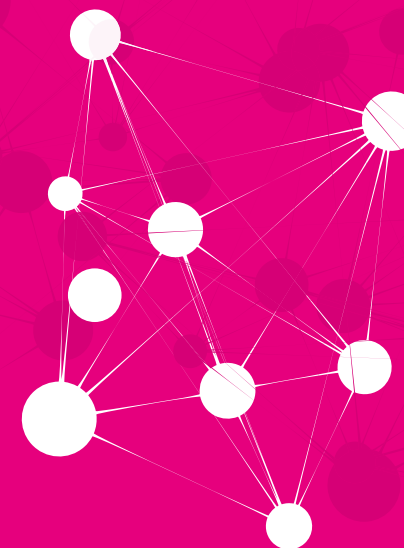
 Dr. Manuela ARVEDI ph +39 045 802 8596

Contact person for Argentina, Brazil, Colombia, Japan, Mexico, South Korea and Taiwan

 Dr. Maddalena PIGOZZI ph +39 045 802 8196



UNIVERSITÀ
di **VERONA**



Student Handbook
**Worldwide Study
Programme**

A.Y. 2017/2018

Student Handbook
**Worldwide Study
Programme**
2017/18
english

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1. NOMINATION + APPLICATION FORM

1.1. Nomination

The International Relations Office sends the names (**nominations**) of the selected students to the host universities (receiving institutions), which then make the final decision on whether or not to admit each candidate based on their own internal guidelines.

Students who are awarded a Worldwide Study mobility grant are personally responsible for organising:

- Enrolment at the host university by their specified deadline
- Enrolment in the modules they wish to take for the semester (or academic year), respecting the instructions and deadlines given by the host university
- Study visa to enter the destination country, if necessary
- Insurance policy requested by the host university
- Transport to the destination and back

1.2 Application Form

After the International Relations Office of the University of Verona has sent the nominations, students will need to complete an application form (either online or in hard copy) following the instructions given by the specific host university.

Other documents may be requested in addition to the application form, for example:

- Study plan (Learning Agreement Before the Mobility)
- Transcript of Records in English (certificate attesting enrolment at the University of Verona and a list of the exams taken, to be requested from the student secretary)
- Diploma Supplement (university record for students who have completed a Bachelor's degree, to be requested from the Diploma Office)
- Language certificate (TOEFL, IELTS, etc.) with the exam score/final mark
- Letter of motivation, signed and dated by the student
- Introduction letter written by a professor of the University of Verona
- Financial statement of support (statement showing sufficient funds, issued by your bank or a third party)
- Medical insurance/certificate of health
- Accommodation request
- Other documents

1.3 Before you go

Before you depart for your destination, you need to have the following documents:

- Leaving statement
- Worldwide Study mobility grant letter
- Learning Agreement Before the Mobility (you need to submit a copy to the International Relations Office with all the fields completed; it must be dated and signed by all the parties involved)
- Financial contract



2. LEARNING AGREEMENT

2.1 L.A. Before the Mobility

The **Learning Agreement Before the Mobility** is a compulsory document that must be completed and approved before you go. In it, you write the modules you intend to take while abroad (Table A) which will substitute modules from your regular degree programme (Table B) for a certain number of credits depending on how long you are abroad. When you return to UniVr, these will be credited to your degree in recognition of the activities you undertook during your mobility.

The total number of credits in **Table A** must be equal to or greater than the total number of credits in **Table B**.

You should choose modules at the host university which provide knowledge and skills that are appropriate to your UniVr degree. You do not need to write the exact names of the modules or programmes they belong to, nor is it necessary for modules at the two institutions to be worth exactly the same number of credits.

If you intend to conduct research for your thesis in addition to attending classes, you must state the topic of your research in your Learning Agreement and, if possible, the title of your thesis and the name of your supervisor at the University of Verona.

Approval

Before you go, your **Learning Agreement Before the Mobility** must be signed for approval by:

- You, the student
- Department Representative for Internationalisation at UniVr (*Sending Institution*)
- Contact person at the host university (*Receiving Institution*): professor's handwritten signature plus the date.

After getting your signed Learning Agreement back from the Host University, before you go you must submit a copy it to the International Relations Office (or send it electronically via the Service Desk).

[Learning Agreement Before the Mobility 2017/2018](#)

2.2 L.A. During the Mobility

After arriving at the host university, you are permitted to make only one single change to your Learning Agreement, and this must be done within the first 30 days of the semester.

To modify your **Learning Agreement Before the Mobility**, you need to fill out the **During the Mobility** section, which must then be signed by you, the contact person at the Receiving Institution and lastly the relevant Department Representative for Internationalisation at the University of Verona (*Sending Institution*).

Once you have obtained all the necessary signatures, send a copy of your **During the Mobility** section to the International Relations Office via the Service Desk.

[Learning Agreement During the Mobility 2017/2018](#)

[Regulation for International Student Mobility](#)

[Department Representatives for Internationalisation](#)



3. MOBILITY ORGANISATIONAL MATTERS

3.1 Course equivalency

To gain recognition and equivalency of the exams you pass during your Worldwide Study mobility, the following documents are needed:

- Learning Agreement Before + During the Mobility with all the required signatures
- Transcript of Records: statement issued by the host university detailing the modules taken, marks/grades obtained and credits earned
- Language certificate or statement of equivalent ability (depending on your degree programme)

You should keep the original Transcript of Records and Learning Agreement Before + During the Mobility and submit only a copy to the International Relations Office.

3.2 CFU AND ECTS credits

ECTS (*European Credit Transfer System*) is the European system of calculating education credits based on the work load necessary to fulfil the objectives of a study programme. This system makes it easier to compare and transfer education credits between institutions in different countries.

1 ECTS credit = 1 Italian university credit, or credito formativo universitario (CFU). For non-EU institutions (e.g. Worldwide Study programme), each Department or School will have its own credit and marks conversion tables whenever these do not correspond directly to the ECTS system. Mobility students must gain at least the minimum required number of CFU stated below, otherwise the entire grant must be paid back to the university.

- 12 CFU for one-semester mobilities (3-6 months)
- 24 CFU for one-year mobilities (7-12 months)

3.3 Internships/Work Placements

In addition to study, it is also possible to undertake an internship or work placement in a company or other body as long as it is stated and agreed upon in the Learning Agreement beforehand.

The two activities (study + traineeship) must be carried out consecutively.

There are two ways a curricular traineeship can be implemented:

1. If the traineeship is organised by the host university, it is implemented according to the host university's processes and they must sign the Learning Agreement in the Receiving Institution section. In this case, the documents provided by the University of Verona to implement and credit traineeships are not used.
2. If the traineeship is organised by the University of Verona, the documents provided by the home institution are used to implement the traineeship (registration request form for the host organisation, convention of training and details of the training project) and for the recognition of traineeship CFU (attendance sheet, student's final report, company tutor's final report and statement of completed traineeship issued by the student's professor at UniVr). For compulsory internships, please follow the instructions outlined in the specific degree programme.

To check the implementation procedures or for further information, please contact the Internships and Work Placements Office.

Contact details

Teaching and Student Services Head Office
Internships and Work Placements Office

☎ Ph. 045 802 8787 - 8287 - 8184 - 8036

✉ Email ufficio.stage@ateneo.univr.it



3.4 Financial contract

The International Relations Office provides a financial contract for each recipient of the Worldwide Study mobility grant. It must be signed by all parties before departing for the mobility. At the time of signing the contract and for the entire duration of the mobility, you must be enrolled as a full-time student and be up to date with your payment of university fees at the University of Verona.

3.5 Mobility grant

The following documents are required to receive your mobility grant:

- Attendance certificate
- Financial contract, to be signed before departing Verona
- BST1 form (bank account details)



Within five days of arriving at the host university, you must ask them to complete the ARRIVAL section of your attendance certificate, which you must then send via email to (relazioni.internazionali@ateneo.univr.it) or using the Service Desk for UniVr's International Relations Office.

At the end of the mobility, the host university needs to complete the DEPARTURE section of the attendance certificate. Within 30 days of returning to Italy, you must submit the original of this document to the International Relations Office of the University of Verona.

The mobility grant is paid as follows:

First instalment: 70% of the total student mobility grant will be paid within 45 working days of the International Relations Office receiving your attendance certificate with the ARRIVAL section completed.

Second instalment: 30% of the total student mobility grant will be paid within 45 working days of the International Relations Office receiving your fully completed attendance certificate, including the DEPARTURE section.

The total grant amount stated is gross of the taxes that are required by law to be paid by the host organisation and student.

It will be counted as monthly salary payments for each whole month abroad. In the case of a partial month at the end of the mobility period, the following rule applies:

- If the partial month was less than or equal to 14 days, the mobility period will be rounded down (e.g. 3 months and 10 days = 3 months' salary);
- If the partial month was 15 days or more, the mobility period will be rounded up (e.g. 3 months and 20 days = 4 months' salary).

At the end of the mobility period

Before returning, remember to ask for the following completed documents from the Host University's International Relations Office:

- Attendance certificate in original;
- Learning Agreement Before + During the Mobility;
- Transcript of Records (if already available).

3.6 Accommodation

You can take a look at the accommodation offered by the Host University and make an application by sending them the necessary documents by the deadline specified. Additionally, you could consult the following resources:

- Website and/or informative material
- Contact with previous Worldwide Study grant recipients
- Contact with the host university
- Complete and send the accommodation form following the instructions specified by the host university

3.7 Insurance

Even when abroad at a foreign university as part of a mobility programme or collaboration that is officially recognised by the University of Verona, students who are correctly enrolled at UniVr are covered by:

- An insurance policy for civil liability for any events related to being a UniVr student;
- A group accident policy for permanent damage to a person resulting from injuries sustained while exercising primary and secondary institutional activities related to the mobility or collaboration programme.

The University of Verona website has a detailed description of the policy contents.

In the case of an accident while abroad, or for more detailed information regarding the insurance cover, please contact the International Relations Office, who will then contact the relevant authorities.

If you are a medical student intending to do an internship during your period abroad, you should contact the host entity, who may require you to have insurance against any damages caused to patients - in this case, an appropriate private insurance policy will be needed, which will be the student's responsibility to organise and pay for.

3.8 Health care abroad

Upon request, your Local Health Authority can issue you a statement of health care assistance for Italian citizens abroad. For more information on health care assistance abroad, please visit the Ministry of Health website [Ministero della Salute](#).

3.9 Information and assistance regarding visa applications

For advice about study visas, please contact:

ISU - International Students Union

Manager: Dr. Andres F. Maldonado G.

Via Campiolo, 17; 37129 Verona

Ph./Fax: +39 045 8003198

info@isu-services.it

Opening hours: Monday to Friday 9:00 am - 1:00 pm (afternoons by appointment)

www.isu-services.it

INFORMATION FOR 3rd YEAR BACHELOR'S DEGREE STUDENTS

If you are in the third year of a Bachelor's degree at the time of applying for a grant, you must undertake your mobility during the first year of a Master's degree at the University of Verona in the 2018-2019 academic year, or else the grant will be revoked.

Before signing the financial contract, it is your responsibility to update the International Relations Office, via the Service Desk, on your academic status (new student ID number and the exact name of your Master's degree programme).

Accommodation form or Housing form	A form usually requested by the host university, which the student uses to request accommodation for their period abroad there. There may be certain deadlines by which to send the form, and different means to do so (online, via fax, post, etc.)
Academic Transcript of Records	Certificate describing previous studies that is sometimes requested by the host university when submitting the application form. It is possible to request an English version from the student secretary.
Nomination	When the International Relations Office sends host universities the list of students who have been assigned there
Application Form	Enrolment form from the host university, to be completed by the mobility students who intend to go there. There may be certain deadlines by which to send the form, and different means to do so (online, via fax, post, etc.)
Worldwide Study grant statement	Statement issued by the International Relations Office attesting the awarding of a Worldwide Study mobility grant
Certificate of attendance	Document to be dated and signed by the host university confirming the start and end dates of the mobility
Financial contract	Document signed by the student receiving the grant and the University's legal representative (Rector)
Department Representative for Internationalisation	Professor at the University of Verona, appointed by the director of each department, who coordinates international mobility activities such as the Worldwide Study programme
Diploma Supplement	The Diploma Supplement (DS) is a document that is a part of the official degree certificate issued at the completion of a study programme at a university or higher education institute. It describes the nature, level, context, content and status of the studies that have been undertaken and completed by the student, following a standardised 8-point model developed by the European Commission
Learning Agreement	Study plan for the period abroad

Extension	Extension of the period abroad beyond the duration specified in the financial contract
Receiving Institution or Host Institution	The University that will host the student for their mobility
Sending Institution or Home Institution	The mobility student's normal university, in this case the University of Verona
Transcript of records	Official statement of the modules taken by the student during the mobility period, issued by the host University