



UNIVERSITY OF MODENA AND REGGIO EMILIA

Student Services Office– Student Mobility Office

Via Università, 4 – 41100 - Modena - Tel. 0039 059 2056571/76/68 – Fax: 0039 059 2056566

Viale A. Allegri, 15 – 42100 - Reggio Emilia - Tel. 0039 0522 522029 – Fax: 0039 0522522199

e-mail: studentmobility@unimore.it

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GUIDELINES

With this letter we enclose the revised copy of the "Regulations for the recognition of periods of study abroad" in line with the ECTS guidelines and approved by the relevant University bodies in July 2013.

The regulations specifically determine the use of the following new set of forms:

- **Learning agreement:**

the enclosed document replaces the previous form and represents the first step for the definition of the learning activities and the related credits to be fulfilled while abroad - about 30/60 credits for each semester/academic year . It must be approved prior to departure by the Erasmus Coordinator - or any other staff member appointed by the Department (e.g. the International Relations Representative) - and by the receiving institution. *Only one copy of the document must be filled in and kept by the student - the Student Mobility Office will photocopy the approved document.*

Amendments to the learning agreement are accepted if reported within one month from the beginning of the learning activities at the receiving institution.

- **Impegno al riconoscimento (Commitment to the recognition of credits):**

it is the internal document enclosed to the learning agreement and represents the detailed commitment to the recognition of the learning activities listed in the learning agreement. It must be signed prior to departure by the student and the Erasmus Coordinator – or any other staff member appointed by the Department (e.g. the International Relations Representative). *A copy of this document has to be sent to the Student Mobility Office.*

Please bear in mind that this document has been drafted following a model that recognizes “*group of credits*”, therefore **instead of recognizing each corresponding course, it recognizes groups of corresponding courses (e.g. foreign institution (1x7,5+1x7,5) + (1x7,5+1x7,5) = 30 ECTS → UNIMORE (3x6) + (1x12) = 30 ECTS).**

Please also consider that the choice of learning activities to be carried out at the receiving institution has to be made **in terms of flexibility**, so as to achieve learning outcomes coherent to the professional program, that can, above all, deepen the knowledge thanks to the different course offered by the receiving institution. The choice of courses which are equivalent, in terms of contents and credits, to those offered by the sending institution should be avoided. This also includes opting for activities which do not require supplementary activities or further assessment once back to the sending institution.

The whole group of credits for the approved learning activities is equivalent to the same group of credits offered by the program of study of the sending institution.

- **Approval proposal for the recognition of credits** : in order to recognize the completed learning activities, once received the documentation handled in by the student, **the Erasmus Coordinator** - or any other staff member appointed by the Department - verifies that the learning activities included in the learning agreement have been successfully completed and the related credits assigned. He/She submits an approval proposal to the Department/Degree Program Council on the basis of the signed commitment to the recognition of credits. This proposal must be submitted by using the attached form “**Proposta di delibera riconoscimento crediti**” (**Approval proposal for the recognition of credits**). Should the student has not passed some of the learning activities listed in the learning agreement, it is the Department's duty, upon the Erasmus Coordinator request, to make amendments to the recognition in favor of the student so as to avoid supplementary assessments.

Marks obtained abroad will be converted by comparing the curve of mark distribution of the sending institution with the one of the receiving institution - following the new ECTS Guide indications - as approved by the Senate in the session of March 12th 2013.

Marks conversion should, within the range of marks, go in favor of the student. For instance, should the result obtained abroad correspond to more than one mark in the Italian chart, it is advisable to assign the highest mark available, considering the

difficulties the student had encountered (language and culture barriers etc.) to pass the assessment at the receiving institution.

Should the receiving institution has not applied their own ECTS chart yet, it is the Erasmus Coordinator's duty to request a marks range for the specific program of study.

Recognition procedure must be fulfilled within the terms set by the Department Council and, in any case, within one month from the submission of the forms.

The Department's Office will send the approval to the Office of Student Affairs so as to register the results. A copy will be also sent to the Student Mobility Office, which has to provide the National Agency with an yearly report of the credit obtained abroad and those effectively recognized. **These data represent an index of effectiveness of the recognition procedure for funds distribution purposes.**

TEMPORARY DISPOSITIONS

In order to facilitate the transition process and to simplify the procedure, for this year the former **learning agreement** form - if already filled in - is still accepted. It represented the internal document for the recognition of credits. In this case the final recognition has to be requested by using the form "**Proposta di delibera riconoscimento crediti**" (**Approval proposal for the recognition of credits**).

In the other cases the recognition process will follow the new regulations and the new forms have to be used. Specifically, the approval of the **learning agreement** (and related amendments) has to be followed by the signing of the "**Impegno al riconoscimento**" (**Commitment to the recognition of credits**), giving priority to the students departing in the first semester. Also in this case the final recognition has to be requested by using the form "**Proposta di delibera riconoscimento crediti**" (**Approval proposal for the recognition of credits**).

Forms are available online at the following page:

<http://www.unimore.it/international/ects.html>

So as to allow the involved offices to implement the changes and plan the activities, the Student Mobility Office will inform students that recognition procedure will not start before December 16th 2013. For this reason, so as to favor the work of Coordinators/International Relations Representatives, offices are kindly asked to **provide the name of the administrative representative** who will liaise with the Student Mobility Office. The list of the students in mobility for the academic year 2013/2014 is available upon request.

Following the ECTS Guide indications, new ECTS charts have been issued. Charts are available online, at the relevant webpage of each Department (“Statistiche sulle votazioni di Esami e Laurea [Votazioni Esami di profitto](#) - [Votazioni Esame di laurea](#)), as well as at the page: <http://www.unimore.it/international/ects.html>

We would like to thank you for your collaboration and please do not hesitate to contact us for any related queries. - Tel.: 059/2056571 - 0522/522029 - e-mail: studentmobility@unimore.it .

Kind Regards,

Student Services Office
The Director
Dott. Paolo Grasso