



UNIVERSITY OF MODENA AND REGGIO EMILIA

UNIVERSITY REGULATIONS FOR THE RECOGNITION OF PERIODS OF STUDY ABROAD

These regulations are set for the learning activities carried out by the students while at EU and non-EU universities, with which the University of Modena and Reggio Emilia signed a cooperation agreement and where the credit system is equivalent to the ECTS system.

For these regulations one ECTS credit is equivalent to one university credit (UC).

The “full academic recognition” is one of the requirements expressly included in the Erasmus University Charter, signed by the Rector, as the university representative, with the European Commission, and of the “E CHE” (European Charter for Higher Education) application so as to take part to the new seven-year Program 2014/2020. The above-mentioned requirement is also included in the Financial Agreement, and related Erasmus Handbook, signed with the LLP Erasmus National Agency.

On the basis of this commitment, the sending institution recognizes the credits obtained by the student at the receiving institution, the amount will be the same the sending university would have assigned for the same period of time, by following what listed in the *learning agreement*.

I – Parties involved in the student mobility program and their fundamental duties

The student commits himself/herself to attend and complete the activities included in the *learning agreement*. Non completion of the objective is justified in case of force majeure issues - such as illness.

The receiving institution commits itself to provide the student with the activities and the academic support needed.

The sending institution commits itself to recognize the activities, included in the learning agreement, completed by the student.

II - Essential forms for the academic recognition of the activities carried out while studying abroad

1. Learning agreement

The *learning agreement* represents the fundamental tool for the recognition procedure of the activities carried out while studying abroad. It includes the list of courses to attend, and the corresponding credits, agreed among *the student, the sending and receiving institutions*.

The *learning agreement* must be drafted and signed by the three parties before student's departure.

It can be amended, provided that the changes are accepted and undersigned by all parties.

Activities carried out by the student while abroad but not included in the *learning agreement* cannot be recognized, unless specific dispositions are applied.

2. Transcript of records

At the end of the period abroad, the receiving institution issues a certificate called *transcript of records*, which includes all the completed activities and their results.

The sending institution guarantees the student the full academic recognition for the activities completed, and their corresponding credits, at the receiving institution as part of its professional program.

III - Recognition procedure of the periods of study abroad

A. For outgoing students

1. Drafting of the *learning agreement*

Prior to departure, in agreement with the Erasmus Coordinator, the eligible student - after consulting the courses offered by the receiving institution (through the internet, or handbook and guidelines available at the Student Mobility Office) - lists the courses in the *learning agreement*, indicating the activities that will replace those offered by the sending institution, and the corresponding amount of credits. The amount must be the same of the amount he/she would have obtained at the sending institution (60 credits for the whole academic year, 30 for a semester, 20 for a term).

Unless differently specified by the relevant Department or the Program of study, 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 includes opting for activities which do not require supplementary activities or further assessment once back to the sending institution.

2. *Learning agreement* approval before departure and “Impegno al riconoscimento” (Commitment to the recognition of credits)

The *learning agreement* :

- a) is undersigned by both the student and the Erasmus Coordinator. The Student Mobility Office will sign it, as Institutional Coordinator, only after the Erasmus Coordinator's approval;
- b) will be sent by the student to the receiving institution for approval and it will be sent back with the signature of the Erasmus Coordinator and of the Institutional Coordinator of the receiving institution. A copy of the approved agreement must be sent to the Student Mobility Office and to the Erasmus Coordinator;

The learning agreement must enclose the document “Impegno al riconoscimento” (Commitment to the recognition of credits). With this document the representative states his/her commitment to recognize the activities included in the learning agreement, only if a certificate for the completed activities, and their corresponding credits, will be issued. The agreement has to be signed by both the student and the Erasmus Coordinator.

3. Amendments to the *learning agreement*

Amendments to the *learning agreement* must be approved by following the same procedure as mentioned above. The student will fill in the dedicated section of the learning agreement, mentioning both added and deleted courses, with their respective credits. Amendments to the learning agreement will be accepted only if reported within one month from the beginning of the learning activities.

4. At the end of the period abroad

In order to start the recognition procedure **the student** must:

- a) submit to the Student Mobility Office a form, issued by the receiving institution, that certifies the actual time spent abroad;
- b) submit the *transcript of records* to the Erasmus Coordinator.

Validation and conversion of the results and their transcription in the student record - 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 then 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 (2010) indications, as approved by the Senate in the session of March 12th 2013.

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.

B. For *incoming* students

1. Prior to arrival at the University of Modena and Reggio Emilia

Once received from the sending institution, the Student Mobility Office will send the following forms to the Erasmus Coordinator for approval: *application form*, *learning agreement* and the *transcript of records* (issued by the sending institution).

Once approved, the Coordinator will sign and submit the *learning agreement* to the Student Mobility Office, which will then:

1. send it via email to the student's sending institution;

2. give the original copy to the student at his/her arrival.

2. At the end of the period spent at the University of Modena and Reggio Emilia

The *transcript of records* will be issued and given to the student within one month of his/her departure. The Student Mobility Office will also send a copy to the relevant office of the sending institution..