



UNIVERSITY
OF TRENTO

Erasmus+ INTERNATIONAL CREDIT MOBILITY PROGRAMME



WELCOME TO TRENTO

GUIDE FOR
INCOMIG STUDENTS

General information for student mobility to UniTrento within Er+ International Credit Mobility projects.

For details about duration and grants, and for the project documentation please visit your project of belonging web page:

["ICM 2023: Information for partners"](#)

Welcome to UniTrento

Dear student,

We are glad to Welcome you in UniTrento either for a one-semester, a double degree or for a blended short term mobility. We would like to inform you that mobility to UniTrento is possible only with the partners selected in the project, after having passed a selection and having been nominated by the home university.

Please find here below some relevant information about the different phases of an Erasmus+ mobility. Detailed information about the procedure will be given by the offices of reference to the selected students

Before your arrival: preliminary steps



1. Calls and selections



If you are interested in an Erasmus+ mobility to UniTrento, please contact your international office.

Selection is entirely carried out by the home university within a dedicated call.

To know the type of mobility eligible in the project visit the [project's web page](#).



The participation in Summer and Winter School makes an exception to this rule as student has to apply directly to the event and pass a selection. After admission is up to the student to check with the home university the eligibility for mobility funds .

2. Preparation



Once you have been selected and nominated as an Erasmus+ student, your Home University together with UniTrento **mobility Office will give you the information needed regarding the partner institutions or enterprises** where you can spend your mobility period and the activities that you can undertake.

You will receive information on the grading system used by UniTrento, as well as **information on obtaining insurance and finding housing** (at UniTrento campus if available or off campus); and **securing a visa** (if required, the invitation letter and other useful information about procedures will be provided directly to the student by the UniTrento Mobility Office).

The relevant contact points and information sources are available in the Inter-Institutional Agreement signed between your sending institution and UniTrento.

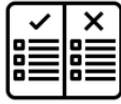


3. Documentation



Before the mobility starts you will have to sign the mobility documentation required by the project:

- **Learning Agreement** : crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the **details of your planned activities** abroad (including the credits to be earned and that will count towards your home degree).
- **Grant Agreement**: setting out the financial support and payment arrangements and that you will have to sign with UniTrento. Signature procedure has to be completed online following the instructions provided by UniTrento mobility office.
- Send us your BANK ACCOUNT DETAILS, possibly open in the SEPA area in order to avoid high transfer and exchange expenses, using the online dedicated form.



4. General rules and opportunities



Once you get to UniTrento, you should **take full advantage of all the learning opportunities** available at the receiving institution, while respecting its rules and regulations, and endeavor to **perform to the best of your ability** in all relevant examinations or other forms of assessment.

UniTrento also offers language services, i.e. Italian language course, other language courses at the University Language Centre – CLA.

Your receiving institution commits itself to treat you in the same way as its home students and you should make all the necessary efforts to fit into your new environment.

5. Fees



Your **receiving institution will not ask you to pay fees for tuition, registration, examinations** or for access to laboratory and library **facilities** during your mobility period.

Nevertheless, **you may be charged a small fee on the same basis as local students** for costs such as insurance, student unions and the use of study-related materials or equipment.



6. Possible changes in the Learning Agreement



You can **request changes to the Learning Agreement** only in **exceptional circumstances** and within the deadline decided by your sending and receiving institutions.

You must ensure that these **changes are validated by both the sending and receiving institutions**. Any request to extend the duration of the mobility period must be submitted **at least one month before the end of the originally planned period**.

7. Duration



Your arrival and departure dates are fixed according to the semester's starting date and grant's duration.

No extension is allowed unless there is an academic reason for requiring it and it has anyway to be approved by the Host/Home Institutions.

Approved extensions will be financed only in case there are funds available, it will otherwise be a zero-grant extension.

Any **request to extend** the duration of the mobility period must be **submitted at least one month before the end of the originally planned period**

After the Mobility



8. Academic recognition

In accordance with your Learning Agreement, you are entitled to **receive full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.



9. Transcript of Records



Your receiving institution will send a **Transcript of Records** to you and to your sending institution, **showing your credits and grades achieved**. Upon receipt of your Transcript of Records, your home institution will provide you with complete information on the recognition of your achievements.

If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your Diploma Supplement.

10. Questionnaires

You must **fill in a EU questionnaire to provide feedback** on your Erasmus+ mobility period.

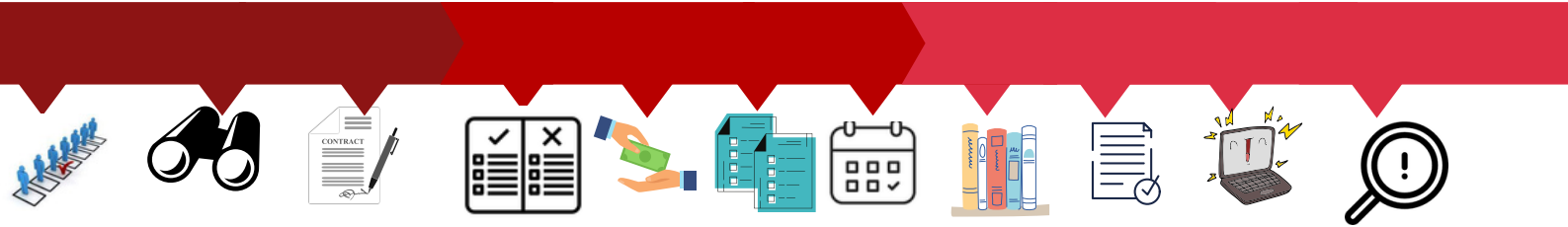
We will send you other questionnaires to measure the impact of the mobility on your future career in a mid term perspective. Your answer is important for the project's improvement.



11. Testimonials

Don't forget to share your mobility experience with us (using the [dedicated survey](#)) and with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience.

What if...



If you encounter a problem:



In case of any problem:

1. **Identify the problem clearly** and check your rights and obligations under your Grant Agreement.
2. There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the **contact person at your sending or receiving institution** will be able to help you. Their **names and contact details are specified in your Learning Agreement.**

**In case you are not able to identify a referent please write to the general address:
international@unitn.it**

Discover UniTrento on the dedicated web page

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