

## “UNIVERSITY REGULATIONS IN REGARD TO THE RECOGNITION OF PERIODS OF STUDY ABROAD”

### **Purpose and scope**

The university participates in the student mobility programmes recognised by the universities of the European Union as well as in other activities that involve the exchange of education services, in keeping with a principle of reciprocity, by facilitating student mobility abroad and offering visiting students its own education resources and tutoring assistance as required by European programmes and policies concerning university education.

These regulations govern overseas studies undertaken by students formally enrolled at the Università degli Studi di Parma as part of any of the following:

- student mobility programmes established through European Union actions concerning university education;
- student mobility programmes forming part of university co-operation agreements;
- other international co-operation projects which do not fall into the abovementioned two categories but which entail the recognition of study periods overseas.

and guarantee the full recognition on the part of the Università degli Studi di Parma of overseas studies requiring:

1. attendance of courses which conclude in an exam that makes provision for the awarding of credits that can be identified in terms of the ECTS system;
2. completion of a degree thesis or a part thereof in accordance with the requirements of the study programme agreed upon with the student's supervisor;
3. internships, where provided for by the relevant course of studies -and subject to the approval of the internship delegate for the relevant degree scheme.

### Individuals responsible for student mobility

The member of the academic staff delegated by the Rector for international student mobility, hereafter referred to as the “Rector's delegate”, is responsible for coordinating policies to promote the internationalisation of education services, overseeing the correct implementation of internationalization programmes and maintaining relations with the institutions involved in bilateral agreements concerning student mobility.

The Rector's delegate shall, with the aid of Faculty representatives nominated for the purpose by the Faculty committees, stipulate exchange agreements in the various subject areas to ensure that students profit as much as possible from periods of study overseas at European universities.

The Faculty representatives perform the following functions:

- 1) submitting new exchange agreement proposals to the university's administrative body;
- 2) administering their own Faculty's annual student exchange programme selection procedure;

- 3) ensuring guidance for exchange students with regard to education opportunities at partner universities, in order to set out a specific study plan for studies abroad, and providing students with all the information that they require for their permanence at the host institution;
- 4) ensuring that their Faculty's students sign the Learning Agreement;
- 5) overseeing procedures for the recognition of periods of study overseas in students' academic careers through the validation of exams.

In order to perform these functions, Faculty representatives may in turn avail themselves of the assistance of other members of the academic staff appointed for individual courses of study.

Faculty committees may also establish a special committee of teaching staff, chaired by the Faculty representative, to guarantee more efficient management of student mobility during selection, awarding of scholarships, the preparation of study programmes and the evaluation of the results obtained at the host institution.

Procedures for the recognition of study periods

### **The Learning Agreement**

In order for periods of study abroad to be fully recognised, students undertake, with the assistance of the Faculty representative, a *Learning Agreement*, i.e. a study programme which lists the exams that they intend to take abroad.

In preparing the Learning Agreement students must take into account the academic contents of the course of study that they are following at their own university and the academic contents of the courses available at the host university.

The written Learning Agreement must contain a detailed list of the courses/exams to be taken at the host university and the ECTS credits pertaining to them.

For the purposes of these regulations each ECTS credit as a rule corresponds to one *credito formativo universitario* (CFU).

Students must take care while preparing the abovementioned study plan, as their overseas studies will substitute some of the activities of their current course of studies, carrying the same number of credits.

Barring specific Faculty provisions or provisions for the courses of study concerned, the choice of studies at the host university to substitute those required by the students' current course of studies may be made with the greatest flexibility, provided that they are fully compatible with the educational goals of said course of studies.

The number of CFUs obtainable at the host university as set out in the study plan must be compatible with the duration of the study period abroad, and must carry the same number of credits as the corresponding period at the students' own university (in other words, 60 credits for an entire academic year, barring specific provisions by the relevant Faculty committee).

Barring specific provisions by the relevant Faculty committee, the Learning Agreement must be signed by the Faculty representative of the Università degli Studi di Parma or by his/her delegate, following consultation with the teaching staff concerned, and submitted by the student to the Servizio Scambi Didattici Internazionali (Office for International Student Exchanges).

Students may modify the Learning Agreement within 30 days of their arrival at the host university, providing that said modifications are formally approved by the ERASMUS coordinators/officers of both universities.

The Servizio Scambi Didattici Internazionali (Office for International Student Exchanges) must also be notified of such changes.

During the period of study at the host university, students are expected to complete the academic and scientific activities required of them, attend the prescribed courses, take any necessary exams, prepare their thesis, or carry out the research, laboratory or clinical activities required of them, pursuant to the agreements with the relevant Faculty and formalised by signing the Learning Agreement.

No authorisation is given for the imposition of supplementary activities for the attainment of the full recognition of studies completed overseas. Any failure to meet preliminary requirements must be authorised in advance by the competent academic body.

Students may not interrupt their studies abroad in order to take exams at their own university.

### **The Transcript of Records and administrative requirements on conclusion of the period of study abroad**

In order to obtain recognition of the studies completed overseas, students are required, before their return, to request the Transcript of Records, or, more precisely, a written record of studies completed, credits obtained and, where applicable, the grading expressed in terms of the ECTS system, issued by the host university.

On the basis of the certification provided by the Transcript of Records, the Faculty representative or his/her delegate from the Department concerned shall formally validate the studies completed abroad, on condition that they are consistent with the studies set out in the Learning Agreement, specifying CFUs obtained, the specific scientific subject area, type of studies and grade achieved, expressed as a mark out of 30.

The Faculty committee shall formally resolve upon this validation.

Grades awarded for exams taken abroad are converted using the “Tabella di conversione dei voti ECTS” (“Conversion table for ECTS marks”) approved by the Academic Senate with resolution no. 420/13810 of 16/10/2006.

The Faculty committee reserves the right, if formally requested to do so by the student, to recognise any studies completed abroad not originally specified by the student in the Learning Agreement on condition that they appear in the Transcript of Records. These studies will be recorded in the students’ academic career records with their original wording as validated exam passes under the

subject area of the students' choosing, which will be of type D or F, and to which CFUs, scientific subject area, type of study and mark out of 30 will be assigned.:

The recognition procedure for the period of study abroad must be completed within the period of time established by the Faculty committee, which will notify the appropriate university administration office of its decision in relation to the *Progetto LLP-Erasmus*. This office, through a specific administrative act, will certify the studies completed overseas in the formal academic records of the student concerned.

#### Assistance for international mobility of disabled students

The *Servizio Scambi Didattici Internazionali* (Office for International Student Exchanges) undertakes – in conjunction with the *Servizio Sostegno fasce deboli* (Office for the Support of Disadvantaged Groups) – to provide assistance for disabled students wishing to participate in international student mobility programmes.

Such assistance is offered both in conjunction with the partner universities and with the competent national institutions and includes verification of the accessible destinations and transport to reach them, seeking suitable accommodation and administrative arrangements.