



Regulations Governing the Recognition of Student Mobility for Study and Traineeship Purposes

(pursuant to the applicable European and national legislation and to the ERASMUS+ Programme
2021/2027)

**Approved by the Academic Senate on 24 February 2026 and endorsed by the Board of on 26 February
2026.**

**This English version is only for courtesy purpose, facilitating access to the regulations
to non-Italian speakers. In case of unclear or doubtful interpretation, the Italian
version prevails**

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Art. 1 – Purpose and Scope of Application

1. This Regulation governs the procedures for participation in European and international mobility programmes and the related academic recognition of periods of study, traineeship, or research carried out abroad by students of the University of Parma enrolled in:
 - a. first- and second-cycle degree programmes and single-cycle Master's degree programmes;
 - b. first- and/or second-level University Master's programmes;
 - c. doctoral and/or third-cycle programmes that have obtained ERASMUS+ or OVERWORLD status.
2. The University of Parma pursues the following objectives, in accordance with the principles and policy guidelines established by the European Union, the competent ministerial authorities, its own Statute, and the University Regulations in force: it undertakes actions to promote and support European and international mobility for duly enrolled students within the framework of mobility programmes and active partnerships with international institutions, through periodic calls for applications providing comprehensive and transparent information on participation requirements, selection criteria, and available funding opportunities. The University further ensures the proper academic recognition of activities carried out during the period of European and international mobility, guaranteeing their transparent recording in the student's academic transcript.
3. This Regulation is adopted in compliance with the applicable European and national legislation, with particular reference to the ERASMUS+ Programme 2021–2027, the Lisbon Recognition Convention on the recognition of qualifications, and the Guidelines of the European Commission.

Art. 2 – General principles

1. The University of Parma recognises and supports European and international mobility as a qualifying component of academic and research pathways.
2. The recognition of mobility periods is founded upon the principles of mutual trust, transparency, fairness, non-discrimination, and full automatic recognition.
3. Recognition shall be based on learning outcomes and competences acquired, irrespective of the title or denomination of the educational activities undertaken.
4. During the mobility period, outgoing students shall retain their status as students of the home University.

Art. 3 – Definitions

For the purposes of this Regulation, the following definitions shall apply:



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1. **Home Institution:** the University of Parma.
2. **Host Institution:** the university or higher education institution at which the student undertakes the mobility period for study purposes, irrespective of the existence of a European or international exchange agreement. In the case of mobility for traineeship purposes, the Host Institution shall also include any other eligible non-university entity at which the student carries out the traineeship activity.
3. **Outgoing Students:** students selected to undertake a mobility period for study, traineeship, or research purposes, in the case of third-cycle students.
4. **Learning Agreement / Training Agreement, or Learning Agreement for Studies / Learning Agreement for Traineeship:** the learning/training contract containing the study or traineeship plan that the student intends to pursue during the mobility period abroad, approved by both the Home Institution and the Host Institution and duly signed by the student.
5. **Transcript of Records / Transcript of Work:** the document issued by the Host Institution certifying the educational activities completed by the student.
6. **Traineeship:** a curricular or extracurricular traineeship that complies with the requirements set out in the Regulations of the relevant Degree Programme.
7. **CFU (University Educational Credit):** the unit measuring the student workload required to acquire knowledge and skills in the educational activities provided for within degree programmes, including individual study.
8. **European Credit Transfer and Accumulation System (ECTS):** the system for the accumulation and transfer of credits earned abroad. Each credit acquired abroad shall correspond to one CFU.
9. **EWP Protocols:** the set of technical specifications and application programming interfaces enabling digital interoperability among university information systems for the management of ERASMUS+ mobility, with the aim of reducing administrative burden and improving procedural efficiency and security.
10. **Micro-credential:** a certification, issued through a digital instrument ensuring attestation and portability (e.g. Open Badge), of the learning outcomes achieved by a learner following attendance and successful completion of a short-duration educational pathway designed in terms of learning outcomes. Such certification may, where applicable, be recognised for the purposes of credit transfer or academic progression in accordance with the University Teaching Regulations.

Art. 4 – Competent bodies

1. The definition of internationalisation strategies, objectives, actions, and the allocation of the necessary resources shall be entrusted to the Rector, the Academic Senate, and the Board of Directors.
2. The Rector may appoint one or more Vice-Rectors or Delegates with specific responsibilities for the management of internationalisation and mobility activities.



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3. Each Department shall establish an International Mobility Committee (IMC), responsible for candidate selection procedures for mobility, the prior approval and the final recognition of activities carried out during mobility periods, with the exception of:
 - a. students enrolled in doctoral programmes, for whom responsibility lies with the Doctoral Programme Board;
 - b. students enrolled in Specialisation Schools, for whom responsibility lies with the Specialisation School Council.
4. The management of administrative procedures shall be entrusted to the competent Offices.

Art. 5 – Forms and tyoes of recognized mobilities

1. The following forms of European and international mobility are recognised:
 - a. **Physical mobility**, entirely carried out in the host country;
 - b. **Blended mobility**, whereby the planned activities are carried out partly remotely and partly through physical mobility in the host country;
 - c. **Virtual mobility**, entirely carried out remotely, without the participant’s physical mobility.
2. The following types of European and international mobility are recognised:
 - a. Long-term mobility for study and/or traineeship purposes;
 - b. Short-term mobility, including participation in Blended Intensive Programmes (BIP), summer schools and winter schools;
 - c. Doctoral mobility, where such mobility has been granted ERASMUS+ or OVERWORLD status.
3. The following teaching, scientific and training activities are eligible:
 - a. Attendance of courses;
 - b. Sitting examinations;
 - c. Thesis work and/or research for thesis purposes;
 - d. Laboratories, seminars, and project work integrated into the study plan;
 - e. Curricular or extracurricular traineeship activities;
 - f. Post-graduation traineeships (within 12 months from the date of award of the degree);
 - g. Applied research in laboratories or within companies (including laboratory test results, field activities, case study analyses, etc.);
 - h. Attendance of courses and other activities related to the attainment of a double degree, in accordance with the provisions and content regulated by the relevant agreements in force;
 - i. Attendance of courses and thesis defence within programmes aimed at the attainment of a double degree.
4. Mobility activities may be carried out at universities, research institutions, enterprises, or other formally recognised partner organisations.



Art. 6 – Rights and obligations of mobility participants

1. Within the framework of mobility carried out under the ERASMUS+ Programme, all students participating in mobility shall enjoy the rights and be subject to the obligations set out in the Erasmus Student Charter.
2. Within the framework of mobility carried out under other programmes active at the University of Parma, the same rights and obligations provided for in the Erasmus Student Charter shall apply, namely:
 - a. to receive appropriate support at all stages related to the mobility period;
 - b. to receive fair treatment with regard to academic assessment, administrative support, access to services, and social inclusion;
 - c. to obtain full academic and training recognition of activities completed abroad, on the basis of the previously approved Learning Agreement;
 - d. to receive adequate information concerning risks related to travel and stay abroad, as well as regarding the insurance coverage provided by the University of Parma;
 - e. to comply with the rules set out in the calls for applications under which the application is submitted;
 - f. during the mobility period, to continue to comply with the organisational rules of the University of Parma concerning the progression of their academic career;
 - g. to comply with the behavioural, organisational, and safety regulations of the Host Institution and to observe the legislation in force in the host country.
3. With regard to exemption from attendance requirements for compulsory courses at the Home Institution during a mobility period for study and/or traineeship purposes, reference shall be made to the Teaching Regulations of the competent degree programmes.
4. The resolution of violations arising from failure to comply with the obligations or from the failure to enjoy the rights provided for in this Regulation shall be subject to assessment by the competent bodies identified in the University Regulations in force.

Art. 7 – Procedures for the Allocation of Mobility Places and Grants

Calls for applications for participation in European and international student mobility activities shall be issued periodically by the competent Office. With reference to the various mobility programmes promoted, the calls shall specify:

1. **For mobility for study purposes:**
 - a. the list of partner universities;
 - b. the number of places available for each host institution;
 - c. the level of study for which the exchange place is available;
 - d. the essential characteristics of the educational offer of the respective universities;
 - e. the procedures for participation and the relevant deadlines;
 - f. any specific participation requirements (including language proficiency levels and any reserved places);



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- g. the criteria for the establishment of ranking lists, taking into account, inter alia, the specific needs of students with disabilities;
 - h. the availability or otherwise of scholarships and/or financial contributions and the procedures for the allocation of funds;
 - i. the procedures and deadlines for lodging any appeal against the ranking list.
2. **For mobility for traineeship purposes:**
 - a. the types of traineeship permitted;
 - b. the categories of enterprises, institutions, organisations, and other public and/or private entities deemed eligible for the purposes of undertaking the traineeship;
 - c. the procedures for participation and the relevant deadlines;
 - d. any specific participation requirements (including language proficiency levels and any reserved places);
 - e. the criteria for the establishment of ranking lists, taking into account, inter alia, the specific needs of students with disabilities;
 - f. the availability or otherwise of scholarships and/or financial contributions and the procedures for the allocation of funds;
 - g. the procedures and deadlines for lodging any appeal against the ranking list.

Interested students shall submit their application in accordance with the procedures and deadlines established in the relevant call for each mobility scheme. Upon completion of the selection process for each published call, the respective ranking lists shall be made publicly available on the University's dedicated webpages, indicating only the student identification number as the identifying element.

Art. 8 – Prior Authorisation and Learning Agreement

1. The implementation of a European or international mobility period shall require completion of the following preparatory steps prior to the commencement of mobility:
 - a. acceptance of the allocated mobility placement;
 - b. execution of a mobility agreement between the outgoing student and the University of Parma;
 - c. prior approval and signature by the contracting parties of the Learning/Training Agreement containing the activities to be carried out during the mobility period;
 - d. compliance with the obligations and procedures required by the Host Institution;
 - e. compliance with administrative requirements at the University of Parma.
2. Participation in mobility shall be conditional upon the prior approval of a Learning/Training Agreement or equivalent document.
3. The Learning/Training Agreement, or equivalent document, shall define the activities to be carried out abroad and those eligible for recognition within the study programme, including the indication of the corresponding academic credits or ECTS.
4. Any amendments shall be approved in accordance with the procedures established by both the Home and Host Institutions.



Art. 9 – Final Documentation

1. The final documentation, consisting of the Transcript of Records and the Certificate of Attendance, shall be transmitted by the Host Institution to the competent Office of the University of Parma.
2. Should such documentation not be transmitted by the Host Institution or in the absence of EWP protocols, the student returning from the mobility period shall submit to the competent Office of the University of Parma, within 15 days from the date of receipt of the documentation:
 - a. the Transcript of Records, or equivalent documentation as issued by the Host Institution, certifying the list of activities completed and the corresponding assessments and, where not specified therein, certification of the exact period of attendance;
 - b. the documentation referred to in the preceding point shall be provided in closed format (PDF/A) and digitally signed by the competent authority of the Host Institution at which the mobility period was undertaken;
 - c. where the conditions set out in point b. are not met, or where the documentation is available exclusively in paper format, such documentation shall be accompanied by a self-declaration by the student attesting to its authenticity.
3. The Administration reserves the right to verify the authenticity of the certifications provided.

Art. 10 – Recognition of Activities Carried Out Abroad

1. Recognition shall be resolved by the Departmental International Mobility Committee or delegated body in compliance with the following principles:
 - a. activities carried out abroad shall be recognised where consistent with the educational pathway and included in the Learning Agreement previously approved;
 - b. activities carried out abroad and successfully completed shall be fully recognised. For recognition purposes, where specified in the Learning Agreement, the completion of supplementary components aimed at finalising examination programmes may be required, where such components are functional to the achievement of the learning objectives established by the academic regulations;
 - c. any refusal of recognition shall be duly reasoned.
2. The procedure shall be concluded within 45 days from the submission of complete documentation by the participant who has concluded the mobility period.
3. Short-term mobility activities (including BIP, summer schools, blended courses and/or courses attended in virtual mode) and micro-credentials shall be eligible for recognition. Recognition may take place as curricular or additional (extra-curricular) CFU.
4. Recognition shall take place in terms of CFU and/or examinations, without additional supplementary activities, except in the cases provided for in paragraph 10.1.b.
5. The University of Parma adheres to the EGRACONS system. Where not applicable, grades shall be converted in accordance with the tables approved by the University.
6. Students shall be guaranteed the right to request a review.



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7. Coordination between the competent academic and administrative structures responsible for the management of mobility and exchange activities shall be ensured.

Art. 11 – Financial Contributions

1. Within the limits of the financial resources available under the budget, the University of Parma may award financial contributions, including supplementary funding to that made available through European, national, and international calls in which the University participates, in order to encourage outgoing and incoming European and international mobility.
2. Selected candidates shall be required to sign a financial agreement setting out the modalities for the disbursement of any granted contribution, the relevant conditions, obligations and commitments of each party, the procedures for payment, and, where applicable, the conditions for any reimbursement.

Art. 12 – Inclusion and Equal Opportunities

The University shall ensure fair and inclusive access to international mobility. Support measures shall be provided for students with disabilities or fewer opportunities. Procedures shall be guided by principles of flexibility and accessibility.

Art. 13 – Data Processing

The personal data of all mobility participants shall be processed by the University of Parma exclusively for institutional purposes. Such purposes may entail the communication of data to external bodies (the Ministry of University and/or other governmental or institutional authorities, universities and other institutions) in compliance with the applicable European legislation, including Regulation (EU) 2016/679 (General Data Protection Regulation).

Art. 14 – Final Provisions

1. For matters not expressly regulated herein, the applicable national legislation, the University Regulations, and the guidelines of the ERASMUS+ Programme 2021–2027 shall apply.
2. Specific implementing guidelines shall be adopted to ensure the operational application of this Regulation.
3. As from the date of entry into force of this Regulation, the “Guidelines for the Recognition of Study Periods Abroad” issued by Rector’s Decree No. 2870/2016 of 20 October 2016 shall cease to apply.