



## CHECK LIST FOR OUTGOING DOUBLE DEGREE STUDENTS

The present checklist is intended to set all steps students participating in the Double Degree programme should follow before, during and after the mobility.

For any further information and for the submission of the application forms students should ask the UniTrento International Mobility Office.

### DEADLINES

#### 1. Before leaving

- After the Home Institution has sent the nomination to the Hosting Institution, send the application form to the Hosting Institution;
- Meet the further academic requirements ("Requisiti accademici al momento della partenza") prior to the start of the mobility as reported in Attachment 1 of the call.
- Opera Universitaria grant-holders must refer to the Opera Offices for more information regarding their Opera grant (further funding and changes due to the participation in the mobility program).
- Renew the enrolment at the University of Trento;
- Provide personal and bank details as requested by the International Mobility Office for the payment of the double degree scholarship (the Staff is always to be informed of any change in said details);
- Each student is also required to be provided with a **health insurance**, based on the conditions of both destination and origin country (EHIC card for students staying in Europe or private health insurance if applicable).
- Non-EU students should contact the Embassy/Consulate of the Hosting Country in Italy as soon as possible to enquire about the documents necessary for the visa; students may refer for advice to the international office of the Hosting Institution.



- Please read carefully all the communications from the Host institution and follow their instructions
- Contact the Home Department's double degree coordinator to define a provisional Learning Agreement, in accordance to the requests of the Host Institution;
- Check the language courses available at CLA. Students participating in a double degree programme have access to one free language course in preparation of the mobility.

## 2. While abroad

- Inform the UniTrento International Mobility Office about the address and new contact details at the Host Country;
- Send the **final Learning Agreement** signed by both Host Institution and UniTrento Coordinators to the UniTrento International Mobility Office within one month from the start of the first semester. Any change in the Learning Agreement must be agreed by both Institutions.
- Follow the above-mentioned procedure if a change to the Learning Agreement is needed during the Double Degree stay-abroad period. **Please note! The UniTrento International Mobility Office will consider the last sent version as the final one.**
- **If students want to extend their stay abroad**, they should inform the UniTrento International Mobility Office explaining the reasons behind. As a result, the staff will verify if the partner university is willing to accept the request. (Unless specified in the annual call, there is not an extension of the scholarship).

*For Double Degree programmes in Science and Engineering fields only: the request of scholarship extension (specified in the annual call) must be sent by the student to the for International Mobility Office of UniTrento with a two-month notice.*

- **Renew the enrolment to the University of Trento** for the second year of your stay abroad. Please always refer to the UniTrento International Mobility Office because you need to follow all Home institution procedures and deadlines.
- Opera Universitaria grant-holders must refer to the Opera Offices for more information regarding their Opera grant (further funding and changes due to the participation in the mobility program).



### 3. Coming back

- Verify that the UniTrento International Mobility Office holds the latest version of your Study Plan.
- Request the original Transcript of records from the Host Institution and submit it to the International Mobility Office of UniTrento before the chosen Degree session.
- If requested by the Home Department, deposit the thesis title.
- Please apply to the Degree Session: access to Esse3 profile, click on "Degree", choose "Title obtainment" and follow the procedure.

*For Double Degree programmes in Humanities fields only: contact with at least six months of advance the administrative staff and the German secretariat (Prüfungsamt TUD) from TUD – in order to submit the enrollment to the Degree session (Anmeldung) and to request the thesis assessment to Italian advisor following the deadlines and procedure of TUD.*

- Verify that the **Unipartner advisor** has provided the **thesis assessment** to the UniTrento International Mobility Office **within at least 10 days before the Degree ceremony** at UniTrento.

### IMPORTANT

- In case a student does not achieve at least half of the yearly requested amount of ECTS, said student will lose right to the second tranche of the scholarship and will automatically be excluded from the double degree programme;
- In case of a student not graduating within 12 months after the validation of all ECTS required by the study course, he/she will be excluded from the Double Degree programme and not be allowed to get the double degree. Specific well-documented exceptions may be individually evaluated by the Unitrento International Mobility Office.
- Opera Universitaria grant-holders, especially if part of a Double Degree programme that foresees an extension to the normal duration of a degree (e.g. T.I.M.E. destinations), are invited to refer to the Opera Offices for more information regarding their Opera grant (further funding and changes due to the participation in the mobility program).



- In case a student renounces or interrupts the stay abroad without a reasonable motivation, the winner will be requested to return the received scholarship. Said return is a clause condition for being admitted to the Bachelor/Master Degree exam.

### **Insurance**

Students participating in a mobility programme are covered by a **public-liability and accident** insurance provided by UniTrento. An illustrative report about the insurance conditions is available at the page <http://international.UniTrento.it/outgoing/services-and-facilities>

**Please refer to the UniTrento International Mobility Office of your department also for the following reasons:**

- problems or difficulties with the hosting university;
- doubts or misleading information;
- certificates of participation in an international mobility programme as well as study grant statements.
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### **Further information**

Double Degree Programme (administrative iter):

<http://international.UniTrento.it/outgoing/double-degree-programme>



## UNITRENTO INTERNATIONAL STAFF CONTACTS

DEPARTMENT	E-MAIL	PREMISES	TIMETABLE
HUMANITIES ECONOMICS & MANAGEMENT SSI SCHOOL OF INTERNATIONAL STUDIES FACULTY OF LAW SOCIOLOGY AND SOCIAL RESEARCH	<a href="mailto:mobility-ssh@UniTrento.it">mobility-ssh@UniTrento.it</a>	Staff per l'internazionalizzazione Via Tommaso Gar, 14 Piano Terra Trento	Mondays & Wednesdays 10.00 - 12.00
MATHEMATICS PHYSICS INFORMATION ENGINEERING AND COMPUTER SCIENCE INDUSTRIAL ENGINEERING CIBIO – CENTRE FOR INTEGRATIVE BIOLOGY	<a href="mailto:mobility-st@UniTrento.it">mobility-st@UniTrento.it</a>	Staff per l'internazionalizzazione Via Sommarive, 5 Piano Terra Povo - Trento	Mondays & Wednesdays 10.00 - 12.00
CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING	<a href="mailto:mobility-st@UniTrento.it">mobility-st@UniTrento.it</a>	Staff per l'internazionalizzazione Via Mesiano, 77 Mesiano - Trento	Mondays & Wednesdays 10.00 - 12.00
PSYCHOLOGY AND COGNITIVE SCIENCE	<a href="mailto:mobility-cs@UniTrento.it">mobility-cs@UniTrento.it</a>	Staff per l'internazionalizzazione Corso Bettini, 84 Rovereto - Trento	Mondays & Wednesdays 10.00 - 12.00

## EUROPEAN PROGRAMMES AND INTERNATIONAL MOBILITY OFFICE

ADDRESSEES	E-MAIL	PREMISES	TIMETABLE
Doctoral students	<a href="mailto:international@UniTrento.it">international@UniTrento.it</a>	Via Verdi, 6 – 38123 Trento	On appointment



	<a href="http://nto.it">nto.it</a>	(c/o Molino Vittoria, iv piano)	
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