



CHECK LIST

FOR STUDENTS/DOCTORAL STUDENTS WITH STUDY GRANTS FOR INTERNATIONAL MOBILITY PROJECTS

The present checklist is intended to set all steps students/doctoral students with study grants should follow before, during and after international mobility projects.

The university portal always offers updated information about international mobility projects. More specifically, please check Bilateral agreements in the International student area by clicking on the following link: <http://www.unitn.it/node/1503/>.

For any further information and for the submission of the application forms students should ask to Unitn International staff, while doctoral students should apply to European Programmes and International Mobility Office (see page 3).

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).

DEADLINES

1. Before leaving

- **If the departure is set in summer**, students/doctoral students will be asked to renew the registration to the University of Trento completing and handling out the specific form at the Course management office of their department and paying tuition fees if required;
- **To receive a study grant** students/doctoral students should fill and hand out both the *tax deduction form* and the *form including financial data for the tax preparation process* to Unitn International staff of their department (forms are available at the following link: <http://www.unitn.it/node/1506/> and at the International office);
- **To ask for health cover abroad** (if mobility is provided outside the European Union) students/doctoral students will receive from the Unitn International staff the certificate of participation in mobility programmes. This certificate should be presented to the provincial health services authority "A.P.S.S. Azienda Provinciale per i Servizi Sanitari" which will provide information about international agreements with the destination country in terms of health cover. For further information check the link "Assicurazione sanitaria all'estero": <http://www.unitn.it/node/1177/>;
- UNITN will provide to students/doctoral students with study grants an **on-the-job injuries and third-party liability**. Please read all terms and conditions and verify the policy coverage at the following link: <http://www.unitn.it/outgoing/1506/prima-di-partire>. Please pay attention: the mentioned insurance do not substitute the compulsory health insurance;
- **Students who want to sit an exam abroad** (if provided) should fill the Study plan form (attachment 1) and make it signed by the head professor of their department/centre only after having discussed it with professors of those courses they ask for validation. The study plan form should be handed out to Unitn International staff;



- **Students/doctoral students who will develop research activities** during mobility should present the research activities project form (attachment 3) as arranged with their referring professor.
- Partner universities often provide directly to students/doctoral students all useful information about mobility. Please read carefully all information concerning the partner universities and contact the Unitn International staff in case of doubts;
- If requested by the destination country students/doctoral students should obtain the **visa application documents** as well as an appropriate invitation letter from the hosting university. The Unitn International staff will certificate the awarding of the study rant if necessary.

2. While abroad

- Students/doctoral students should send the *Hosting university address form* via email or fax to the Unitn International staff of their department;
- **If during the stay abroad students/doctoral students will ask to change the study plan**, they should contact the referring Unitn professors via email and keep the respective authorizations for the variation. Consequently, returning students will fill the Change of study plan form (attachment 2) following the same procedure as described above.
- **If students/doctoral students want to extend their stay abroad**, they should inform the Unitn International staff of their department pointing out the reasons behind. As a result, the staff will verify if the partner university is willing to accept the request.

3. Coming back

Returning students/doctoral students should hand out to the Unitn International staff of their department:

- *in case of mobility for research activities*: a certificate of participation released by the hosting university and a final report¹.
- *in case of mobility for study*: a copy of the transcript of the records and a final report². Following, they will present the original of the transcript of the records including the exams passed in the partner university as soon as possible. The Unitn International staff will inform students the procedure for the approval of the exams students have sit in the partner university.
- documents related to transfer (boarding pass, flight tickets, etc.).

Returning students/doctoral students will receive and be asked to fill a brief online monitoring questionnaire.

4. Suspension of international exchange programmes:

¹ Students will provide an open final report which consists of a pair of pages, in which they describe their experience abroad both from an educational and personal point of view. Students will be asked to mention critical situations and problems they faced.

² Students will provide an open final report which consists of a pair of pages, in which they describe their experience abroad both from an educational and personal point of view. Students will be asked to mention critical situations and problems they faced.



If students/doctoral students want to quit the international exchange programmes, they will promptly contact the Unitn International staff of their department outlining the reasons behind followed by a date-stamped signed letter.

Study grants must be returned only in case of justified reasons:

- severe disease, accompanied by a medical certificate;
- severe disease of a member of the family (parents, siblings, direct ancestors and descendants), accompanied by a medical certificate;
- family bereavement.

Please apply to the Unitn International Staff of your department also for the following reasons:

- problems or difficulties with the hosting university;
- doubts or misleading information;
- certificates of participation for the international exchange programme as well as study grant statements.

UNITN INTERNATIONAL STAFF CONTACTS

| DEPARTMENT | E-MAIL | PREMISES | TIMETABLE |
|--|--|--|---------------------------------------|
| HUMANITIES ECONOMICS & MANAGEMENT SSI SCHOOL OF INTERNATIONAL STUDIES FACULTY OF LAW SOCIOLOGY AND SOCIAL RESEARCH | mobility-ssh@unitn.it | Staff per l'internazionalizzazione Via T. 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 | mobility-st@unitn.it | Staff per l'internazionalizzazione Via Sommarive, 5 Piano Terra Povo - Trento | Mondays - Wednesdays 10.00 - 12.00 |
| CIVIL, ENVIRONMENTAL AND MECHANICAL ENGINEERING | mobility-st@unitn.it | Staff per l'internazionalizzazione Via Mesiano, 77 Mesiano - Trento | Mondays - Wednesdays 10.00 - 12.00 |
| PSYCHOLOGY AND COGNITIVE SCIENCE | mobility-cs@unitn.it | 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 | international@unitn.it | Via Verdi, 6 – 38123 Trento (c/o Molino Vittoria, iv piano) | On appointment |



ATTACHMENT 1

STUDY PLAN

INTERNATIONAL MOBILITY PROJECTS

Academic year _____
 Department / Centre _____
 Bachelor degree _____
 Master degree _____

Surname and name: _____
 Matriculation number: _____
 Partner university: _____
 Country: _____

DETAILS

| Course code | Course (Unitn) | Professor | Course (Partner university) | Credits |
|-------------|----------------|-----------|-----------------------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Student's sign: _____

Department head professor's sign: _____

Date _____

For official use only:

Ricevuto in data _____

Presentato a _____

(inserire nome organo/docente competente) _____

Il _____

Esito _____



ATTACHMENT 2

CHANGE OF STUDY PLAN BEFORE LEAVING
INTERNATIONAL MOBILITY PROJECTS

(the present form must be filled only in necessary)

CHANGE OF STUDY PLAN

| Course code | Course (Unitn) | Professor | Course (Partner university) | Credits | Delete | Add |
|-------------|----------------|-----------|-----------------------------|---------|--------------------------|--------------------------|
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Student's sign:

Department head professor's sign:

Date

For official use only

Ricevuto in data

Presentato a

(inserire nome organo/docente competente)

Il

Esito



ATTACHMENT 3

RESEARCH ACTIVITIES
INTERNATIONAL MOBILITY PROJECTS

Academic year _____

Department / Centre _____
Bachelor degree _____
Master degree _____

Surname and name: _____
Matriculation number: _____
Partner university: _____
Country: _____

DETAILS

| Thesis topic | Unitn Academic supervisor | Partner university academic supervisor | Credits (if applicable) |
|--------------|---------------------------|--|-------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Student's sign: _____

Department head professor's sign: _____

Date _____

For official use only:

Ricevuto in data _____

Presentato a _____
(inserire nome organo/docente competente)

Il _____

Esito _____