Erasmus+ - International Credit Mobility

Handbook for ICM partner institutions
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Erasmus+
Congratulations! Your institution is part of the ICM 2020 project that has been selected for funding for International Credit Mobility under the Erasmus+ programme, promoting the international exchange of students and staff between higher education institutions in Erasmus+ Programme (European) and Partner (non-European) Countries.

The project has been assigned a budget of €835,215,00 for a total of 188 mobility with 19 Partners in 10 Countries.

In this guide “Home” institution is the sending institution and “Host” is the receiving institution. “Incoming” is referred to mobility to Europe and “Outgoing” to those from Europe.

This guide and other relevant information about the project are available on the UniTrento ICM 2020 webpage.

1. Organisation ID (OID)

Every organisation involved in the project will need a 9-digit Participant Identification Code (PIC), now automatically transformed in the new Organisation ID (OID). Your institution’s OID will then have to be communicated to UniTrento asap. The OID should be registered to your institution’s legal entity, which is typically at the level of the central university (and not one of its faculties). If your institution does not already have an OID, you will have to register your organisation in the Participant Portal to obtain one. Please note that ‘Declared’ or ‘Dormant’ OIDs are accepted for International Credit Mobility projects. Please check carefully whether your institution already has a OID before requesting a new one. NB: to obtain the OID it is first necessary to register as a new user and obtain the ECAS account.

2. Contractual documents

2.1 The beneficiary grant agreement

This agreement links UniTrento to the Italian National Agency for Erasmus+ and provides the financial support for your mobility project. As a partner organisation, you are not a direct party to this agreement but your mobility project is described within the grant.

2.2 The inter-institutional agreement

Before the mobility activity can take place, your institution must sign an inter-institutional agreement with UniTrento. By signing an inter-institutional agreement, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE).

It details:

- Level of Education and type of Mobility
- Language of Instruction and Requirements
- Subject areas
- Numbers and duration
- Selection Criteria
- Recognition (procedures, transcript)
- Academic Calendars, possibly mobility windows
- Deadlines (Selection and nomination)
- Financial Information
- Services Insurance accommodation
2.3 The student’s learning agreement

Before the mobility can start, the sending and receiving institutions, together with the participant (student or staff), must agree on the activities that the participant will undertake during the period abroad (Choose your courses). The learning agreement sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions.

2.4 The staff mobility agreement

The mobility agreement for academic staff sets out the teaching programme to be followed, and lists the rights and obligations of each party.

2.5 The participant grant agreement

The grant agreement sets out the financial support and payment arrangements to the participant (student or staff). Unlike other documents, this agreement is signed between the participant and UniTrento.

3. Managing the mobility project

3.1 BEFORE THE MOBILITY

3.1.1 Selection

The selection of students and staff is made by the Home institution.

Students are selected through an open call.

Academic Staff is selected preferably appointing the project referent, the academic staff involved in the project or the referent professor of new areas of interest, wishing to open a new collaboration. It may also be selected through an open call.

Administrative staff is selected preferably appointing the administrative referent of the project for the participation in staff training events or job shadowing experiences. It may also be selected through an open call.

The Call defines:
- Level and type of candidates;
- Academic area of interest (other than the one included in the project, new areas can be added after the check of feasibility);
- Language and other special requirements

The sending institutions is responsible for making the call public. The widest visibility must be given to the call for selection according to the visibility plan.

The Selection should be made public and documented and ensure openness, fairness and transparency.

Selection criteria for participants are defined jointly; the first criterion should be academic merit and fulfillment of language requirements. Consistency with the Learning Agreement should be carefully taken into account. When
selecting academic staff, priority should be given to participants who have a research or teaching activity or a collaborative project already started with the destination university. With equivalent academic level, preference should be assigned to candidates from less advantaged socio-economic backgrounds including, for example:

- economic obstacles: people with a low standard of living, low income, dependence on social welfare system or homeless;
- cultural differences: immigrants or refugees or descendants from immigrant or refugee families;
- belonging to a national or ethnic minority;
- with linguistic adaptation and cultural inclusion difficulties;
- social obstacles: people facing discrimination because of gender, age, ethnicity, religion, sexual orientation, disability, etc.;
- geographical obstacles: people from remote or rural areas; people living in small islands or in peripheral regions).

### 3.1.2 Nomination

And attaching the Declaration of the Sending Institution and any relevant document concerning the selection (selection minutes).

### 3.1.3 Acceptance

Partners commit to examine the application in the shortest possible time and to do its best to facilitate the implementation of the project.

- Students can be considered accepted after the Learning Agreement’s approval by the Host Institution.
- Staff can be considered accepted after the signature of the Mobility Agreement by the Host Institution.

### 3.1.4 Pre-arrival support

After the nomination:

**students** will be contacted by UniTrento Mobility Office of the Area of interest and will be assisted in all the pre-arrival procedure concerning:

- Invitation letter and visa, accommodation reservation at the campus and the learning agreement.

The Home Institution provides them with all necessary support including pre-departure orientation and preparation.

**staff** will be contacted by UniTrento International Relations Division for the project documentation. The IRO of the sending and host institution will both assist the mobile staff for the issue concerning:

- Invitation letter, visa and accommodation.

### 3.2 DURING THE MOBILITY

#### 3.2.1 The arrival

![Erasmus+ logo]
At their arrival the students will be welcomed by the Mobility Office during the welcome week or in tailor-made meeting and will receive assistance concerning:

- the stay permit and health insurance application, the enrolment, orientation, LA completion and changes and will be offered many social activities.

### 3.2.2 Grant management

UniTrento will be responsible for signing the grant agreement with the participant and will administer all grant payments for incoming outgoing mobility.

- **Incoming students** will be assisted to open an Italian bank account upon arrival and will receive 70% of the grant and the travel contribution in the very first days of their stay. The remaining 30% will be calculated on the effective days of mobility and will be paid before the end of mobility;
- **Incoming staff** will receive the whole grant and travel contribution before arrival on their personal bank account;
- **Outgoing staff** will receive the reimbursement of the expenses sustained during the mobility for travel, accommodation and subsistence, up to the grant value plus up to 1.000 € paid by UniTrento.

### 3.2.3 Organisational Support

UniTrento keeps the OS support to cover a part of the management commitment and student support but also to guarantee a flexible management of the project.

### 3.2.4 Making changes to the project

If the mobility that you had planned cannot be implemented as foreseen, please contact UniTrento as soon as possible. In some cases, a change to the original project may be possible within the contract:

- changes among study cycles;
- duration of the mobility period;
- type of mobility (from student to staff and vice versa);
- direction of the mobility (up to 40% of the budget).

### 3.2.5 Monitoring

Both, the sending and hosting institution are responsible for monitoring students and staff during mobility.

### 3.3 AFTER THE MOBILITY

#### 3.3.1 Recognition

It is mandatory that students’ mobility periods are recognised as stipulated in the Learning Agreement. The receiving institution must provide a Transcript of Records to the student and sending institution. The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student’s Transcript of Records.

The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.

Staff mobility periods are certified by a final certificate provided by the receiving institution. The sending institution must recognize the activities carried out according to each institution’s internal procedure.

#### 3.3.2 EU Surveys
At the end of the period abroad, all mobile students and staff will be required to submit a final report. Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant. Staff will be expected to complete the survey at the end of their mobility period. A further complementary survey specifically on recognition will be sent to the student after the mobility period to assess the quality of the recognition provided.

3.3.3 UniTrento Surveys
UniTrento collects data about impact of mobilities with specific surveys sent 12 and 24 months after the mobility.

3.3.4 Dissemination activities
UniTrento and the partners give the widest visibility to the project results using the tools and procedures agreed in the dissemination plan.