Erasmus+ - International Credit Mobility

Quick reference guide for ICM partner institutions
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Congratulations! Your institution is part of the ICM 2019 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.

**Participant Identification Code (PIC)**

Every organisation involved in the project will need a 9-digit Participant Identification Code (PIC). Your institution's PIC will then have to be communicated to UniTrento asap. The PIC 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 a PIC, you will have to register your organisation in the Participant Portal to obtain one. Please note that 'Declared' or 'Dormant' PICs are accepted for International Credit Mobility projects. Please check carefully whether your institution already has a PIC before requesting a new one. NB: to obtain the PIC it is first necessary to register as a new user and obtain the ECAS account.

**Contractual documents**

**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.

**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).

**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.

**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.

**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.
Managing the mobility project

Grant management

UniTrento will be responsible for signing the grant agreement with the participant and will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing"). Incoming students’ will be assisted to open an Italian bank account upon arrival and will receive the two first installment of the grant in the very first days of their stay.

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 (e.g. changes between study cycles, or duration of the mobility period, etc.).

Selecting and sending participants

The sending institutions is responsible for making the call public also publishing on its own website and displaying the call leaflet and poster UniTrento provides. The sending institution is responsible for selecting participants (students and staff) and providing them with all necessary support including pre-departure orientation and preparation, monitoring during mobility, and formally recognising the mobility period.

The selection criteria for participants are defined jointly: the first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds. 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 (UniTrento).

The selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented.

Recognition

It is mandatory that 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.

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.
Visibility and Dissemination

All activities organized in the frame of Erasmus+ International Credit Mobility (students’ selection calls, emails of dissemination, teaching material, and so on) must clearly show the ER+ logo.

Calls for grant must have a wide visibility on the university web site, social networks and university boards.

UniTrento is publishing students and staff experiences at the testimonials web page https://international.unitn.it/incoming/testimonials. Kindly link it to the one of your International Office and also send us your correspondent web page, we will be happy to publish it on our ICM website.

Experiences are often published in UniTrento magazine news. We will send you the link of those concerning your Institution for its dissemination. It is very important that you also disseminate the mobility results using your University media (magazine, interviews, social networks, radio...).