Regulations on International Student Mobility - Science and Engineering

Council of the Biotechnology Department, meeting of 5 October 2022 and
Council of the Computer Science Department, meeting of 11 October 2022
Council of the Engineering for Innovation Medicine Department, meeting of 4 July 2023

Art. 1 International Mobility Programmes

The international mobility programmes promoted by the University are managed by the International Office (i.e. *UO Mobilità Internazionale*). The Calls for applications, including admission requirements, participation procedures, deadlines and selection criteria, and information on Partner Universities/Host Organisations/Institutions (hereinafter referred to as: 'Host Institutions') are available online (see Annex A).

With regard to general procedures (e.g.: online application, mobility extension, early termination, withdrawal, etc.) and for anything not specified in these regulations, please refer to the University's general regulations.

Art. 2 ERASMUS+ for Study Selection Committee

The selection procedures for the ERASMUS+ for Study call for the Area of Science and Engineering are carried out by a special Committee consisting of at least 3 members, of which:
- the Contact Person for Internationalisation of the Department of Biotechnology,
- the Contact Person for Internationalisation of the Department of Computer Science,
- the Contact Person for Internationalisation of the Department of the Engineering for Innovation Medicine Department,
- one representative for each Teaching Committee belonging to the Departments of Biotechnology, Computer Science, and Engineering for Innovation Medicine,
- Teaching Committee representatives shall be appointed by the respective Teaching Committees; the same person may be appointed by more than one Teaching Committee to serve as a Teaching Committee representative.

The Selection Committee's contact details can be found in Annex B.

Art. 3 ERASMUS+ for Study Selection procedures

The Selection Committee shall act in a collegial manner, sharing responsibility for its decisions.

In addition to the University's general selection criteria, which for each student take into consideration: the student's degree programme, year of study, CFU/ECTS credits acquired, grade point average, graduation mark or admission test score for admission to a PhD programme (where applicable), the Departments of Biotechnology, Computer Science, and Engineering for Innovation Medicine shall establish as an additional criterion the disciplinary coherence between the student's programme and the indications of the Coordinator at the relevant Host Institution.

The Selection Committee may, at its own discretion, arrange a selection interview with each candidate, in order to assess the proposed mobility project in the light of the candidate's background, their personal motivation, and in accordance with the educational objectives of the candidate's degree programme.

The interview may involve the Host Institution's Coordinators or any other individuals identified by the Committee.

The Selection Committee, based on its judgement and, when necessary, after having obtained the opinion of the Host Institution's Coordinators involved, may decide to assign the candidate to another Host Institution among those available for Science and Engineering students, even if not indicated by the candidate as their preference, or exclude the candidate from the selection process by means of a justified decision.

In the event of an interview as part of the Call selection process, failure to attend it without adequate justification may result in the candidate being excluded from the selection.

Art. 4 Learning Agreement

Approval of the Learning Agreement (hereinafter referred to as the 'L.A.'), which contains the set of activities to be carried out abroad and the academic recognition of the results achieved at the end of the mobility period, is the responsibility of the Student Practices Committee/Teaching Commission, on behalf of the Teaching Committee of the relevant degree programme.

The L.A. may include a compulsory internship and/or dissertation/thesis work, with the corresponding CFU/ECTS credits (see Art. 7), in accordance with the relevant Call.

The L.A. shall be signed by a Supervisor appointed by each Teaching Committee from among the members of the Student Practices Committee. In exceptional and urgent cases, the L.A. may be signed by the Departmental Contact Person for Internationalisation. In the case of modules made up of several sections, one or more sections (but not parts of sections) may be taken abroad.

Art. 5 How to submit and request approval of the L.A.

The outgoing student shall:

a) agree with the Host Institution's Coordinator on a draft of L.A. and upload it as "draft" in the online procedure on ESSE3;

b) send the agreed draft proposal in "summary" format to the Teaching and Student Services Unit of the Science and Engineering Area (carriere.scienze@ateneo.univr.it), indicating the period in which the mobility will take place (approximate start date and number of months) and, in the case of mobility for dissertation/thesis work, the name of the internal and external Supervisor and the subject of the dissertation/thesis.

The documentation must be sent to the Teaching and Student Services Unit at least 30 days before the deadline for the submission of the L.A. to the Host Institution, and in any case at least 30 days before departure.

The Teaching and Student Services Unit shall forward the documentation to the Student Practices Committee of the relevant degree programme and, for information purposes, to the Host Institution's Coordinator (or internal thesis Supervisor).

The Student Practices Committee shall approve the L.A. or report possible critical issues and recommend corrective or alternative actions, consulting, if necessary, the Host Institution's Coordinator. In the event of approval, the Student Practices Committee shall match the training activities provided by the Host Institution and included in the L.A. with the equivalent ones offered by the University of Verona, and notify the approval of the L.A. to the Teaching and Student Services Unit.

Only after receiving by e-mail the result of the assessment from the Teaching and Student Services Unit (which will put in copy the Host Institution's Coordinator), the student will be able to submit the L.A. for approval in the ESSE3 online procedure, which will be signed according to the provisions set out in Art. 4. Pending the planned dematerialisation of the procedure, the copy of the L.A. signed by both Institutions must be sent by the student to the Teaching and Student Services Unit of the Science and Engineering Area and to the International Office as soon as it is available.

These provisions apply both to the section to be completed before departure ("Before the Mobility") and the section to be completed for any changes during the stay ("During the Mobility").

The L.A. may be changed only once, within 30 days of the start of the mobility period. The same procedure as for the initial L.A. is followed. In the case of a two-semester mobility period (including extension), a further change to the L.A. for the second semester is permitted within 30 days of the start of the second semester.

Each degree programme may lay down further requirements for completing the L.A. These requirements are set out in Annex C.

Art. 6 Other University mobility programmes

As far as the Short Term Mobility programme is concerned, the key figure shall be the Chair of the outgoing student's Teaching Committee at the University of Verona, with whom the mobility project must be agreed. For details, please refer to the relevant Call for applications.

With regard to the World Wide Study (WWS) programme, it shall be up to the Departmental Contact Person to sign the L.A, subject to authorisation by the Student Practices Committee of the outgoing student's degree programme. In order to submit the L.A., the procedures set out in Art. 5 of this document shall be followed, where compatible.

Art. 7 Mobility abroad for thesis/dissertation work

Students who, during their mobility period abroad, intend to carry out research for the purposes of writing their final dissertation (Bachelor's degree) or thesis (Master's degree), must include this activity in the L.A. as "Research for final dissertation", together with the name and surname of the lecturer at the Host Institution who will act as Co-supervisor. The number of CFU credits recognised for this activity, which is to be regarded as part of the final examination, may under no circumstances exceed the number of credits allocated for the final examination in the programme's syllabus. Furthermore, it is possible to carry out only part of the dissertation/thesis work while abroad.

Each degree programme may lay down further requirements for the final dissertation in its teaching regulations. These requirements are set out in Appendix C.

Art. 8 Procedures for recognition of activities and registration in the Student's exam record

Pending the implementation of the process of dematerialisation of documentation, on returning from the study period abroad the student must submit within 30 days of the end of their mobility period (or immediately, if about to graduate) to the International Office (and CC the Teaching and Student Services Unit) the following documents:

- the original Certificate of Stay, completed and signed by the Host Institution also in the DEPARTURE section without corrections made by hand of date or name;

- Transcript of Records.

The Teaching and Student Services Unit will record activities on the basis of the Transcript of Records and shall contact the relevant Student Practices Committee in the case of discrepancies regarding the approved L.A. according to the procedure laid down in Art. 5. Examinations shall be recorded in the Student's exam record and the end date of the mobility period abroad will be the date used.

Art. 9 Conversion of CFU credits and marks

For all the purposes of these regulations, 1 ECTS credit is equal to 1 CFU. For details about conversion of grades/marks, reference is made to the ECTS grading scales (Annex D).

For non-EU Host Institutions, in the event that it is not possible to use the ECTS system and in the absence of specific conversion scales, the Student Practices Committee of the L.A. shall identify the relevant CFU credits when approving the L.A., and the corresponding grade/mark upon return from the mobility.

Art. 10 Encouraging students to take part in mobility

In addition to the University's policies, each Teaching Committee may provide for specific measures within its teaching regulations aimed at encouraging students to take part in study or internship experiences abroad through additional points when awarding the final graduation mark; these provisions are set out in Annex C.

In addition, 1 CFU credit (F or D-type) will be awarded for every 3 month-period spent abroad as part of the Erasmus+ or Worldwide Study mobility programme.

Art. 12 Mobility outside the University's exchange programmes ("Visiting Students")

Students wishing to spend a semester or academic year at a foreign university or institution at their own expense and on their own initiative may have their examinations taken abroad recognised. To this end, at least two months before departure, they must select a lecturer from their degree programme who will take on the role and functions of internal Coordinator. The student will need to complete a "Learning Agreement" similar to that used for the University's international mobility programmes, but specifically for "Visiting Students". The term "Erasmus" must NOT appear on any of the forms used.

All other obligations and organisational aspects are the sole responsibility of the student, who must ensure that they can and will be accepted by the relevant University, that they meet the relevant requirements and that they pay the fees required to arrange their stay and to take their examinations at the relevant institution at their own expense. Recognition procedures for "Visiting Students" follow the same procedure as those for the Erasmus+ programme (see in particular Art. 5 and 6).

Art. 13 Further specific provisions for the Area of Science and Engineering

In the case of physical mobility, and provided that this does not conflict with any attendance obligations or duties towards the Host University, the student may sit examinations within the sessions scheduled at our premises throughout the mobility period. In this case, the student's stay in Italy must be limited to what is strictly necessary.

Art. 14 Entry into Force and Beneficiaries

These Regulations shall come into force as from academic year 2022/23 and shall apply to all students of the degree programmes belonging to the Departments of Biotechnology, Computer Science, and Engineering for Innovation Medicine.

Any amendments to these Regulations shall be approved by the Councils of the Departments of Biotechnology, Computer Science, and Engineering for Innovation Medicine. Amendments to the annexes in the parts falling within the competence of each degree programme are made by resolution of the relevant Teaching Committee.

The regulations and all annexes are published on the ERASMUS+ page of the Departments.

Annex A	
International Office - contact details	https://www.univr.it/it/organizzazione/didattica-e-servizi-agli-studenti/servizi-agli-studenti/mobilita-internazionale
University regulations on international student mobility	*Regolamenti inerenti alla Didattica* > *Regolamento per la mobilità studentesca internazionale* https://www.univr.it/it/statuto-e-regolamenti
International mobility Calls web page	https://www.univr.it/it/i-nostri-servizi/internazionalizzazione/studiare-all-estero-international-students/erasmus-e-altre-esperienze-all-estero
Host Universities – agreements and location fact sheets	https://www.univr.it/it/mappa-degli-accordi-internazionali
Department's ERASMUS web page	https://www.univr.it/it/i-nostri-servizi/-/servizi/gestione-carriere-studenti-scienze-e-ingegneria/erasmus-e-altre-esperienze-allestero-scienze-e-ingegneria

Annex B		
Role	Name/Surname	Contact details
Department of Biotechnology Contact Person	prof. Massimiliano Perduca	https://www.dbt.univr.it/?ent=persona&id=41&lang=it
Department of Computer Science Contact Person	Prof. Giacomo Albi	https://www.di.univr.it/?ent=persona&id=35835
Department of Engineering for Innovation Medicine	Prof. Silvia Francesca Storti	https://www.dimi.univr.it/?ent=persona&id=4968
Selection Committee	prof. Massimiliano Perduca prof. Giacomo Albi prof. Silvia Francesca Storti prof. Alessandra Di Pierro prof. Giandomenico Orlandi prof. Matteo Cristani prof. Paolo Dai Pra prof. Nicola Mori prof. Michael Assfalg prof. Alessandra Maria Bossi dott. Michele Lora	https://www.dbt.univr.it/?ent=persona&id=41&lang=it https://www.di.univr.it/?ent=persona&id=35835 https://www.dimi.univr.it/?ent=persona&id=4968 https://www.di.univr.it/?ent=persona&id=3939 https://www.di.univr.it/?ent=persona&id=67 https://www.di.univr.it/?ent=persona&id=62 https://www.di.univr.it/?ent=persona&id=11481 https://www.dbt.univr.it/?ent=persona&id=3929 https://www.dbt.univr.it/?ent=persona&id=3509 https://www.dbt.univr.it/?ent=persona&id=97 https://www.dimi.univr.it/?ent=persona&id=9255
Teaching and Student Services Unit	carriere.scienze@ateneo.univr.it	https://www.univr.it/it/organizzazione/didattica-e-servizi-agli-studenti/scienze-e-ingegneria/didattica-e-studenti-scienze-e-ingegneria

Annex C	
C.1 Biotechnology Teaching Committee – special provisions *Examinations that can be taken abroad* .. *Host University requirements* .. *Mobility for dissertation/thesis work* Students may carry out dissertation/thesis work abroad in accordance with Art. 7 of these Regulations. The final dissertation may be recognised as mobility project credits either partially or totally. *Encouraging students to take part in mobility* As set out in the degree programme's Teaching Regulations (https://www.corsi.univr.it/documenti/PianoDidattico/regolamento/regolamento613278.pdf), an additional point will be awarded and added to the final graduation mark if a minimum of 12 CFU credits have been acquired during the mobility period. *Further provisions* .. *Mark conversion* Any information included in the 'Transcript of Records' may be taken into account when converting marks, in addition to the table included in the Regulations (Art. 9).	
C.2 Viticultural and Oenological Science and Technology Teaching Committee – special provisions *Examinations that can be taken abroad* All examinations can be taken abroad, provided that these are in line with the student's Study Plan and approved when drafting the LA. *Host University requirements* None. *Mobility for dissertation/thesis work* Yes, provided that the activity is in line with the relevant learning objectives. *Encouraging students to take part in mobility*	

2 additional points will be awarded for participation in a mobility period abroad as part of the ERASMUS programme. *Further provisions* None. *Mark conversion* Any information included in the 'Transcript of Records' may be taken into account when converting marks, in addition to the table included in the Regulations (Art. 9).	
C.3. Data Science Teaching Committee – special provisions *Examinations that can be taken abroad* All exams. *Host University requirements* None. *Mobility for dissertation/thesis work* Yes. *Encouraging students to take part in mobility* 2 additional points will be awarded to students who have been recognised at least 12 CFU credits earned during their international mobility (including the CFU credits for the final examination) and graduate within the normal duration of their degree programme. *Further provisions* None. *Mark conversion* Any information included in the 'Transcript of Records' may be taken into account when converting marks, in addition to the table included in the Regulations.	
C.4. Computer Science Teaching Committee – special provisions *Examinations that can be taken abroad* All examinations may be taken abroad. *Host University requirements*	

The Coordinator may restrict students' access to the Host University on the basis of the student's competences, the student's degree programme and the activities that the student intends to carry out abroad (e.g. dissertation/thesis work only). *Mobility for dissertation/thesis work* .. *Encouraging students to take part in mobility* 2 additional points will be awarded to students who do not reach the maximum score as regards their thesis/dissertation, provided that they have earned at least 12 CFU credits during their mobility period abroad. *Further provisions* There are no priority modules (‘*propedeuticità’* in Italian), i.e. there is no specific order in which modules should be taken, or year of study concerning the modules to attend abroad. *Mark conversion* When converting marks, the Student Practices Committee will refer, in addition to the table included in the Regulations (Art. 9), to the conversion tables in place for each Host University developed by the Rector’s Advisor for Internationalisation together with the Host University Coordinators.	
C.5. Mathematics Teaching Committee – special provisions *Examinations that can be taken abroad* All examinations may be taken abroad. *Host University requirements* None. *Mobility for dissertation/thesis work* Yes. *Encouraging students to take part in mobility* Up to 1 additional point may be added to the final graduation mark. *Further provisions* .. *Mark conversion*	

Any information included in the 'Transcript of Records' may be taken into account when converting marks, in addition to the table included in the Regulations.	
C.6. Molecular and Medical Biotechnology Teaching Committee – special provisions *Examinations that can be taken abroad* .. *Host University requirements* .. *Mobility for dissertation/thesis work* Students intending to do research work for their dissertation during their mobility period abroad may earn the 40 CFU credits required as part of their degree programme. There is no maximum number of CFU credits that may be earned abroad, apart from those set out in Art. 7 of the Regulations. *Encouraging students to take part in mobility* 2 additional points will be granted to students who have been awarded less than 11 points for their dissertation, provided that they have earned at least 12 CFU credits during their mobility period abroad. *Further provisions* .. *Mark conversion* Any information included in the 'Transcript of Records' may be taken into account when converting marks, in addition to the table included in the Regulations (Art. 9).	
C.7. Information Engineering Teaching Committee – special provisions *Examinations that can be taken abroad* All exams can be taken abroad *Host University requirements* The coordinator may restrict students' access to his or her host University on the basis of the student's competences, the student's degree programme and the activities the student intends to carry out (e.g. thesis only).	

Mobility for dissertation/thesis work The student may carry out thesis activities abroad in accordance with Article 7 of these Regulations. Thesis work may be recognised as credits for mobility projects either in part or in full. *Encouraging students to take part in mobility* Students who do not achieve the maximum mark in the assessment of their thesis are awarded 2 additional points if their career includes at least 12 CFUs obtained through international mobility. For the degree programme in Human Centered Medical System Engineering, there is also an increase of 1 point for every 3 months of Erasmus for a maximum of 4 points in the assessment of the student's CV. *Further provisions* No propaedeuticity or year of attendance constraints are imposed on the choice of exams. *Mark conversion* For the conversion of marks, the Student Practices Committee will refer to the table provided for in the International Mobility Regulations (art. 9). Any captions on the transcript of records will also be taken into account for the conversion of marks, in addition to the table provided for in the Regulations.	

Annex D

Exam mark	*'Cum laude'* flag	No. of exams taken	% of the total of exams taken	ECTS mark	ECTS mark percentage	ECTS standard percentage
18	NO	**1.496**	5,6%	E		
19	NO	**913**	3,4%	E	13,7%	10%
20	NO	**1.282**	4,8%	E		
21	NO	**1.204**	4,5%	D		
22	NO	**1.423**	5,3%	D	23,9%	25%
23	NO	**1.648**	6,1%	D		
24	NO	**2.154**	8,0%	D		
25	NO	**2.286**	8,5%	C		
26	NO	**2.369**	8,8%	C	26,2%	30%
27	NO	**2.408**	8,9%	C		
28	NO	**2.731**	10,1%	B		
29	NO	**1.535**	5,7%	B	27,1%	25%
30	NO	**3.057**	11,3%	B		
	SI	**2.430**	9,0%	A	9,0%	10%
Total		**26.936**	**100%**			

Latest update table: 23 June 2021