

# **INTERNATIONAL INCOMING MOBILITY GUIDELINES**

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## INCOMING ERASMUS STUDENTS GUIDELINES

This document is addressed to university students, of all levels, (Phd students included) selected under the EU programme LLP Erasmus for a mobility period, within inter-institutional Erasmus agreements, signed between their institution and the University of Catania, in thematic areas indicated in the agreements. Erasmus students will not pay any inscription or taxes fees and can activate their mobility from 10<sup>th</sup> October and 31<sup>st</sup> July of every academic year (in August and September there is no provision of didactic activities). In order to organize their stay, the University of Catania organizes two obligatory orientation activities (Welcome Days) in the first week of October and March each year, considered as integrated part of the mobility period.

Once selected their students, each partner university will communicate them, by e-mail, at the International Relations Office (ORI) of the University of Catania.

ORI, after receiving selection communications, will inform students and partner universities, by e-mail, on application procedures, which can be found on the dedicated [website](#)

### **1.0 Application procedures**

Application procedures start from the online [application form](#) (obligatory) that students must fill in within the deadlines. It is available on the [website](#). Students data will be automatically transferred to the Erasmus incoming students database of the University of Catania. Only after the reception of these data, and after checking their coherence with the agreements stipulated, ORI will send students, by e-mail, acceptance letters, indicating the assigned Study Course and didactic tutor.

The University of Catania will not register students who haven't filled in the online application form and obtained the acceptance letter.

A basic Italian language knowledge is required (an A2 level of Italian language as for the Common European Framework of Reference for Languages) as, even if some courses are held in English language (generally postgraduates courses within international educational offer), the majority are in Italian.

### **2.0 Arrival procedures**

Registration procedures will start at Welcome Days. Students must come with acceptance letter, learning agreements and one passport-size photo. They will be provided with a *university card* they have to keep during all their mobility in Catania, show at exams and give back to ORI before their departure. Welcome Days date will be indicated as arrival date on attendance certificate. The University of Catania organizes two Welcome Days, one for each semester, whose dates are indicated on the [website](#). Welcome days attendance is obligatory.

Welcome days will be also attended by our [International Didactic Units \(UD\)](#) who will meet incoming students to provide:

1. necessary information on mobility didactic aspects;
2. help in changing their learning agreements.

The University of Catania will not accept students arriving after Welcome Days, with the exception for those who, for very relevant reasons (documented by their International Relations Offices) cannot take part and therefore receive formal authorization by ORI.

### **3.0 Mobility instructions**

The University of Catania is particularly respectful towards Handbook mobility rules, which is a consistent part of the Erasmus contract. As provided by the handbook, Erasmus mobility in a partner institution must be full-time and uninterrupted.

In case of interruption of mobility period for very important reasons within the minimum 3 month mobility period, it is possible to start again mobility only if.

- new mobility period is of the same type of the interrupted one;
- a new contract Institution/student is stipulated;
- a new learning agreement is signed

in case of interruption after 3 months it will not be possible to start again with Erasmus mobility.

Host University holidays cannot be considered as mobility period interruption.

A minimum 60% rate of classes attendance is required, in order to be admitted to exams. Upon their arrival students will be provided with specific information on classes attendance registrations and exams.

### **4.0 Departure procedures**

At the end of their mobility, students must visit [UD](#) with the following documents in original:

- student card;
- learning agreement;
- evaluation certificates (proving passed and not passed exams)
- lessons attendance
- Italian Language Course certificate

[UD](#), once checked all documents, will issue a Transcript of Records and will send it to ORI by e-mail. No document will be given to students. After, they must visit ORI with the same documents presented to [UD](#) in original.

ORI will issue an attendance certificate that, together with the Transcript of Records will be sent to partner Universities. In order to obtain these certificates, students must come personally during receiving hours as they are not allowed to delegate other people. On planning their departure trip, students must take into consideration ORI public opening days and hours.

### **5.0 Forms (download from website):**

#### **5.1 Learning Agreements**

Only after receiving the acceptance letter, students can fill in their Learning Agreements, indicating the courses they want to attend and related ECTS credits and send them to [UD](#) who will proceed with their approval. The maximum ECTS credits for the entire academic year is 60, for one semester is 30 and for a term is 15. the minimum ECTS credits to be accepted in Catania is 9. A learning agreement must include at least 70% of courses given within the destination Department and maximum 30% of courses given in other Departments, if previously agreed among Departments.

The University of Catania will not accept students who haven't regularly transmitted their Learning agreement before their arrival. For information on courses to choose it will be necessary to get in contact with their didactic tutor and [UD](#).

Within Erasmus Studio it is possible to undergo a placement activity but only if it is regularly included in the Learning Agreement and if it is preceded or followed by, at least, three months of didactics activities. Placement activity must be done in a company linked, for that purpose, with the University of Catania and must be tutored by a Professor belonging to the student's Study Course in Catania, who will be in charge of the relationships between the University of Catania and the company. At the end of the placement, the company will send an activities' report to the tutor who will prepare a certificate stating placement activities and period. This certificate will be included in the Transcript of Records, as indicated in "*Departure procedures*" section.

Students will have two months time, starting from registration date, to change their Learning Agreements. Students accepted for one semester can make only one change. Students accepted for the entire academic year, instead, can change their Learning Agreement twice, one for each semester, and the second change must be done within March.

### **5.2 Classes attendance registration**

It is necessary to register students attendance to all classes indicated in their Learning Agreement. Professors will regularly register the date and classes hours attended. At exam sessions, Professors will check if the minimum 60% of classes attendance has been provided and, if so, will allow the student to take the exam. If not, the student will not be allowed to take the exam.

### **5.3 Evaluation Certificate**

All students admitted to courses must use the Evaluation Certificate for their exams. Each time they take an exam they have to give this document to the professor who will fill it in entirely (it must be filled in even if the exam has been failed). At the end of the exam students must get the original document, keep it and give it to [UD](#), at the end of their mobility, for Transcript of Records issuing.

### **5.4 Mobility extension request**

In order to obtain Erasmus mobility extension it is necessary to:

- ask home institution for authorization;
- ask home institution to transmit their authorization to [UD](#), who will proceed with its acceptance and communication to ORI.

Only if their request has been accepted, students can extend their mobility period.

### **5.5 Attendance Certificate**

ORI will issue this certificate at student departure (as indicated in "*Departure procedures*" section) and will send it directly to partner universities, together with the Transcript of Records.

The dates indicated on the document will be:

- arrival – welcome day date indicated on *student card*;
- departure – the day of the student personal last appearance at ORI.

The University of Catania will issue these certificates only on its governing bodies approved format and will not indicate dates which are different from those above indicated.

### ***6.0 Italian Language Course***

Every year, within its didactic programme, the University of Catania can organize Italian Language courses for Erasmus students. Those courses will be free of charge for Erasmus students and could be activated both in the first and second semester. Each student will be allowed only to one course. Information regarding these courses will be provided at Welcome Days.

### ***7.0 Insurance and medical assistance***

The University of Catania will take out an insurance policy limited to participation at didactic/formative activities, excluding sport activities, for all incoming students.

Students can benefit from medical assistance only if they have the European Sanitary Card

### ***8.0 Accommodation***

The University of Catania verifies, every year, available accommodation and catering services providing students with detailed information on the dedicated [website](#).

## INCOMING INTERNATIONAL STUDENTS GUIDELINES

This document is addressed to Ue and non-UE students who intend to carry out a mobility period within International Agreements or Memorandum of Understanding stipulated among the University of Catania and their Institutions. Such mobility, free of inscription fees, can take place from 10th October and 31st July every academic (in August and September there is no provision of didactic activities). In order to organize their stay, the University of Catania organizes two obligatory orientation activities (Welcome Days) in the first week of October and March each year, considered as integrated part of the mobility period.

In case of a single student application, it is necessary to refer to home International Relations Office to get their authorization and to formally transmit the application form to the International Relations Office of the University of Catania (ORI). In case of a group of students application, the sending International Relations Office will send to ORI Catania an annual mobility programme indicating students number, personal data, mobility periods (I/II semester or academic year) and their study plans (indicating pertinent area). Such didactic information will be formalized, in case of acceptance, in learning agreements.

The following guidelines cannot be applied to international mobility Phd students who must follow the application procedures indicated by Phd Office (Didactic Area).

### **1.0 Application procedures**

Application procedures start from the online [application form](#) (obligatory) that students must fill in within the deadlines. It is available on the [website](#). Students data will be automatically transferred to the Erasmus incoming students database of the University of Catania. Only after the reception of these data, and after checking their coherence with the agreements stipulated, ORI will send students, by e-mail, acceptance letters, indicating the assigned Study Course and didactic tutor.

The University of Catania will not register students who haven't filled in the online application form and obtained the acceptance letter.

A basic Italian language knowledge is required (an A2 level of Italian language as for the Common European Framework of Reference for Languages) as, even if some courses are held in English language (generally postgraduates courses within international educational offer), the majority are in Italian.

### **2.0 Arrival procedures**

Registration procedures will start at Welcome Days. Students must come with acceptance letter, learning agreements and one passport-size photo. They will be provided with a *university card* they have to keep during all their mobility in Catania, show at exams and give back to ORI before their departure. Welcome Days date will be indicated as arrival date on attendance certificate. The University of Catania organizes two Welcome Days, one for each semester, whose dates are indicated on the [website](#). Welcome days attendance is obligatory.

Welcome days will be also attended by our [International Didactic Units \(UD\)](#) who will meet incoming students to provide:

3. necessary information on mobility didactic aspects;
4. help in changing their learning agreements.

The University of Catania will not accept students arriving after Welcome Days, with the exception for those who, for very relevant reasons (documented by their International Relations Offices) cannot take part and therefore receive formal authorization by ORI.

### **3.0 Mobility instructions**

The University of Catania considers constant attendance to classes of fundamental importance, especially for those who will have to face final exams in a second language. Consequently, mobility at the University of Catania will have to be full-time and uninterrupted.

Host University holidays cannot be considered as mobility period interruption.

A minimum 60% rate of classes attendance is required, in order to be admitted to exams. Upon their arrival students will be provided with specific information on classes attendance registrations and exams.

### **4.0 Departure procedures**

At the end of their mobility, students must visit [UD](#) with the following documents in original:

- student card;
- learning agreement;
- evaluation certificates (proving passed and not passed exams)
- lessons attendance
- Italian Language Course certificate

[UD](#), once checked all documents, will issue a Transcript of Records and will send it to ORI by e-mail. No document will be given to students. After, they must visit ORI with the same documents presented to [UD](#) in original.

ORI will issue an attendance certificate that, together with the Transcript of Records will be sent to partner Universities. In order to obtain these certificates, students must come personally during receiving hours as they are not allowed to delegate other people. On planning their departure trip, students must take into consideration ORI public opening days and hours.

### **5.0 Forms (download from website):**

#### **5.1 Learning Agreement**

Only after receiving the acceptance letter, students can fill in their Learning Agreements, indicating the courses they want to attend and related ECTS credits and send them to [UD](#) who will proceed with their approval. The maximum ECTS credits for the entire academic year is 60, for one semester is 30 and for a term is 15. the minimum ECTS credits to be accepted in Catania is 9. A learning agreement must include at least 70% of courses given within the destination Department and maximum 30% of courses given in other Departments, if previously agreed among Departments.

The University of Catania will not accept students who haven't regularly transmitted their Learning agreement before their arrival. For information on courses to choose it will be necessary to get in contact with their didactic tutor and [UD](#).

Students will have two months time, starting from registration date, to change their Learning Agreements. Students accepted for one semester can make only one change. Students accepted for the entire academic year, instead, can change their Learning Agreement twice, one for each semester, and the second change must be done within March.

### **5.2 Classes attendance registration**

It is necessary to register students attendance to all classes indicated in their Learning Agreement. Professors will regularly register the date and classes hours attended. At exam sessions, Professors will check if the minimum 60% of classes attendance has been provided and, if so, will allow the student to take the exam. If not, the student will not be allowed to take the exam.

### **5.3 Evaluation Certificate**

All students admitted to courses must use the Evaluation Certificate for their exams. Each time they take an exam they have to give this document to the professor who will fill it in entirely (it must be filled in even if the exam has been failed). At the end of the exam students must get the original document, keep it and give it to [UD](#), at the end of their mobility, for Transcript of Records issuing.

### **5.4 Mobility extension request**

In order to obtain Erasmus mobility extension it is necessary to:

- ask home institution for authorization;
- ask home institution to transmit their authorization to [UD](#), who will proceed with its acceptance and communication to ORI.

Students can extend their mobility period, only if their request has been accepted.

### **5.5 Attendance Certificate**

ORI will issue this certificate at student departure (as indicated in “*Departure procedures*” section) and will send it directly to partner universities, together with the Transcript of Records.

The dates indicated on the document will be:

- arrival – welcome day date indicated on *student card*;
- departure – the day of the student personal last appearance at ORI.

The University of Catania will issue these certificates only on its governing bodies approved format and will not indicate dates which are different from those above indicated.

### **6.0 Italian Language Course**

Students accepted may benefit from remaining places in Italian Language courses for Erasmus students, the University of Catania may organize within its didactic programmes, and they have to be authorized by ORI.

Those courses will be free of charge for Erasmus students and could be activated both in the first and second semester. Each student will be allowed only to one course. Information regarding these courses will be provided at Welcome Days.

### **7.0 VISA, insurance and medical assistance**

In order to obtain VISA, upon student request, ORI will issue an acceptance letter indicating:

- type of mobility
- if it is covered by scholarship
- accommodation

Once in Italy students must follow Italian procedures to obtain their stay permission.

The University of Catania will take out an insurance policy limited to participation at didactic/formative activities, excluding sport activities, for all incoming students.

EU students can benefit from medical assistance only if they have the European Sanitary Card, non-Eu students need to have their own medical insurance.

### **8.0 Italian “Codice Fiscale”**

Student accepted must get the Italian Codice Fiscale. In order to obtain it, they need to go to Agenzia delle Entrate with their passport/identity card and stay permission (if non-EU citizens).

### **9.0 Accommodation**

The University of Catania verifies, every year, available accommodation and catering services providing students with detailed information on the dedicated [website](#).

## INCOMING FREE-MOVERS STUDENTS GUIDELINES

EU citizens and non-EU citizens coming from Universities who don't have any international agreement with the University of Catania, interested in attending one or more courses activated at the University of Catania, can inscribe to single courses.

Students can inscribe to maximum 5 single courses and for maximum 40 ECTS credits each year.

It is, in any case, impossible to inscribe to single courses belonging to Degree courses with limited entrance at National level

EU citizens and non-EU citizens regularly living in Italy (as for the Italian Law 286/1998 art. 39, paragraph 5 and further modifications) interested in attending one or more single courses, can inscribe, within the deadlines indicated, by producing their university card or other translated and legalized foreign University certificate.

Non-EU citizens living abroad can inscribe by applying at Italian Diplomatic Representation (**within 25<sup>th</sup> August** for I semester courses and **within 30<sup>th</sup> December** for II semester courses).

As for VISA it is necessary to take into consideration general regulation, following Schengen rules and national laws on immigration, referring in particular to migratory risk evaluation.

Foreign students cannot obtain stay permission renewals for study extension reasons to attend further single courses, different from those for which they gained VISA (this kind of renewal is intended only for inscription to entire Degree courses – (from Directive 2004/114/CE into art. 39 Italian Law 268/1998)

## **INCOMING ERASMUS PROFESSORS (STA)**

This document is addressed to incoming professors selected for didactic mobility at the University of Catania under the LLP Erasmus programme, within inter-institutional Erasmus agreements, signed between their institution and the University of Catania.

Such mobility will not be financed by University of Catania, apart from logistical support ORI will provide for incoming Professors.

It can take place from 10th October and 31st July every academic (in August and September there is no provision of didactic activities)

### ***1.0 Application procedures***

The sending institution will communicate, by e-mail, to ORI the selected mobility professor. ORI, once received such communication, will notify the Degree Course and the referring professor in Catania of the selection. They, considering the possibility of including such activity into their didactic programmes, will provide an answer. In case of positive response, ORI will send an acceptance letter, by e-mail, to the partner International Relations Office. This letter will be signed by the Erasmus Institutional Coordinator and, upon his/her absence, by ORI.

### ***2.0 Teaching activities***

Once in Catania the incoming professor will perform the scheduled teaching activity coordinated by the referring professor in Catania. At the end of the teaching period, the referring professor in Catania, will fill in a Teaching Activity Report and will send it to ORI, by e-mail, attaching any supporting documentation and in time to allow ORI to process departure files.

### ***3.0 Teaching activities certification***

At the end of the mobility, ORI will receive the incoming professor to proceed with teaching activity certification. Final certificate will be issued on Italian LLP Erasmus National Agency form or on a form provided by the sending institution, signed by the Erasmus Institutional Coordinator and, upon his/her absence, by ORI, and directly sent to the sending institution.

### ***4.0 Insurance and medical assistance***

The University of Catania will take out an insurance policy limited to participation at didactic/formative activities, excluding sport activities, for all incoming professors.

EU professors can benefit from medical assistance only if they have the European Sanitary Card, non-Eu professors need to have their own medical insurance.