

Guidelines for the recognition of academic activities undertaken abroad

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*The present English version is provided just for information purposes
In the case of conflicting meanings between language versions, the Italian version prevails.*

Article 1 Purpose and general provisions

1. These guidelines, in accordance with the University Academic Regulations, govern the procedures for recognising academic activities undertaken by students of the University of Turin at universities/institutions/organisations in EU and non-EU countries;
2. This document aims to: simplify and standardise the process of recognising academic activities undertaken abroad by students; facilitate the validation process of these activities and ensure their full recognition;
3. The recognition covered by these guidelines relates to academic activities undertaken abroad by students of the University of Turin within the framework of all international mobility programmes and paths active both at university level and within individual departments;
4. In recognising activities undertaken during student mobility, the University of Turin adopts criteria based on the European Credit Transfer and Accumulation System (ECTS). One ECTS credit corresponds to one University Educational Credit (CFU - *Credito Formativo Universitario*);
5. The University of Turin recognises credits acquired by students at other partner institutions in accordance with what has been agreed in the Learning Agreement (L.A.), based on the principle of “full academic recognition of mobility experiences” contained in the Erasmus Charter for Higher Education (ECHE).

Article 2 Definition and approval of the academic programme to be undertaken abroad (Learning Agreement - L.A.)

1. Before commencing mobility, the international mobility beneficiary must prepare the L.A. together with the **Academic Supervisor for International Mobility of their degree programme**, specifically appointed within each degree programme by the International Mobility Commission of the Structure, where present, or from amongst academic staff with expertise in international mobility. The L.A. must be approved by the Academic Supervisor for International Mobility of the Degree Programme and by the designated person/office at the host university/institution, in order to guarantee full recognition of educational activities on behalf of the Degree Programme of affiliation;
2. The agreed L.A. must include a list of all academic activities (examinations, placements, thesis

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research, etc.) with their respective ECTS that the student intends to achieve abroad and the academic activities with the corresponding CFUs for which recognition is requested at the University of Turin;

3. The choice of educational activities to be included in the L.A. shall be aimed at achieving learning outcomes consistent with those prescribed by the Scientific Disciplinary Sectors of the student's Degree Programme, without necessarily seeking exact correspondence of content, identical nomenclature, or symmetry of credits between individual educational activities of the two institutions;
4. The principle on which to base the compilation of the L.A. is "*block recognition*", i.e., the substitution of one or more examinations/academic activities prescribed by one's academic plan with one or more examinations to be taken abroad, in accordance with the provisions of point 3 above and point 5 below;
5. When compiling the L.A., the total ECTS achieved abroad should equal the total CFU that will be recorded in the academic record as achieved through international mobility;
6. Where strictly necessary, it is possible to provide for limited rounding (up or down) between the total ECTS to be achieved and the total CFU to be recognised, to a maximum of 2 CFU to be recognised for every 30 ECTS planned for international mobility;
7. The minimum number of credits to be included in the L.A. and validated in the student's academic plan is 3 CFU for each month of residence at the foreign institution, except for placements or combined mobility¹ for which a lower number of CFU to be recognised than previously indicated may be provided;
8. The number of ECTS achievable at the host institution, as provided for in the student's L.A., should generally be commensurate with the parameter of 60 CFU prescribed for an academic year and 30 CFU per semester;
9. Individual academic structures provide, including through specific internal guidelines, precise indications on the procedures for compiling the L.A. and regarding the necessary congruence/affinity between activities undertaken abroad and the Scientific Disciplinary Sectors present in one's Degree Programme;
10. Before compiling the L.A., the student is required to inform themselves regarding any academic/administrative constraints related to prerequisites and/or compulsory attendance prescribed by their Degree Programme, as well as to review any guidelines provided by the department relating to academic activities that may be undertaken abroad;
11. Should the need arise, the L.A. may be modified by the student after arrival at the host institution, provided that the modifications are formally approved by both institutions. The Learning Agreement may be modified within 5 weeks of the start of each semester. It will be possible to make a single "Change" to the L.A. for each semester abroad to be submitted exclusively during mobility. No modifications to the L.A. will be accepted once mobility has ended;

¹ "Combined mobility" refers to mobility that entails undertaking academic activities of different nature, such as taking examinations and carrying out a placement.

12. During international mobility, the student is required to undertake the educational activities provided for in the L.A. No academic activity undertaken abroad shall be recognised if not included in the L.A. approved before departure or following agreed changes, except where the Academic Supervisor for International Mobility of the Degree Programme may have a different

view;

13. In order to obtain recognition in their academic record of the activities corresponding to those provided for in the L.A., the student is required to verify that these exist in the University of Turin academic plan and to provide for their possible inclusion, complying with the timelines for completion/modification of the academic plan prescribed by the University of Turin.

Article 3

Recognition of study activities undertaken abroad

1. Recognition of academic activities undertaken abroad must occur, according to what is established in the guidelines of the ECTS Guide of the European Commission and the University Academic Regulations, based on the compatibility of study programmes and learning outcomes with those prescribed by one's Degree Programme;
2. Recognition of educational activities occurs in accordance with the principles provided for in Article 2 of these guidelines;
3. To obtain recognition of educational activities, the mobility for study activities beneficiary must request a Certificate of Achievement (Transcript of Records or After the Mobility) from the host university, which must bear the indication of educational activities undertaken, examinations taken, corresponding credits, and the grade achieved, expressed according to the ECTS system or accompanied by an appropriate conversion table between the grading system applied by the host university and the ECTS system;
4. In the event that the international mobility beneficiary does not pass one or more examinations provided for in the L.A., at the end of mobility it becomes necessary to reformulate the "conversion block" based on the educational activities actually passed abroad and the disciplinary affinities, providing for the possibility, where necessary, to assign a supplement up to a maximum of half the ECTS of one of the corresponding examinations;
5. For grade conversion, the University of Turin applies the cumulative grade distribution tables available at the link <https://www.unito.it/internazionalita/studiare-e-lavorare-alleestero/erasmus/erasmus-studio/tabelle-ects> based on data provided by the foreign institution and, in case of overlapping percentages, assigns the maximum applicable grade;
6. The international mobility beneficiary, once all documentation relating to the mobility undertaken has been submitted, will obtain recognition of all activities passed, reported on the L.A. and indicated in the Transcript of Records issued by the host university. It is not possible to refuse recognition of academic activities undertaken abroad and/or the grade conversion applied. Any grades considered unsatisfactory by the student should be refused at the foreign institution, where possible;
7. Should activities previously not included and approved in the L.A. appear on the Transcript of Records, the Academic Supervisor for International Mobility of the degree programme may evaluate whether to recognise activities undertaken abroad nonetheless, if deemed consistent with the student's overall academic plan. However, recognition of educational activities not present in the L.A. is not guaranteed.

Article 4

Recognition of thesis research activity undertaken abroad

1. Students who intend to undertake thesis research activity abroad aimed at CFU recognition must seek the opinion and obtain consent from their supervisor and the Academic Supervisor for International Mobility of the Degree Programme to which they belong;
2. Having obtained the above consent, in case of thesis research activity abroad, the student is required to include the research activity within the L.A., providing for recognition of at least 1 CFU up to a maximum of 5 CFU for each month of planned mobility;
3. The total CFU to be included within the L.A. for thesis research activity to be undertaken abroad must be less than the total CFU prescribed by the student's academic plan for the final examination. This must be proportional to the duration of mobility and the workload prescribed for the student;
4. Approval of the L.A. that provides for undertaking thesis research activity abroad by the University of Turin is the responsibility of the Academic Supervisor for International Mobility of the degree programme, subject to favourable opinion from the thesis supervisor;
5. Identification of the institution/organisation/tutor with whom the international mobility beneficiary intends to undertake thesis research activity is the responsibility of the student, following consultation and their obtaining a favourable opinion from the thesis supervisor, depending on the type of mobility²;
6. When the international mobility beneficiary requests approval from the host institute of an L.A. that provides for the undertaking of a thesis research activity, they must comply with any academic constraints imposed by the latter regarding the planned research activity;
7. In order to obtain recognition of the activity undertaken abroad, the beneficiary of international mobility aimed at undertaking thesis research is required to submit, at the end of mobility, a thesis research certificate issued by the host institution/organisation and/or the tutor who supervised the research work carried out by the student. This certificate, written on plain paper, must indicate the duration of the research period undertaken, including a specification of the hours of work carried out and, where possible, the total corresponding ECTS;

² Regarding institutions within which thesis research is intended to be undertaken, reference is made to what is reported in the international mobility calls for applications in which one takes part, paying attention to any indicated constraints (e.g., mobility authorised only on specific agreements, institutions that do not accept thesis research activity, etc.).

8. The thesis supervisor, together with the Academic Supervisor for International Mobility of the Degree Programme, evaluates the congruity of the activity undertaken in mobility with that prescribed in the course of study in Turin, in order to proceed with recognition of the planned CFU;
9. Registration of CFU for thesis research activity undertaken abroad occurs by dividing the registration of credits in the student's academic record into:

- a. thesis research activity undertaken abroad;
- b. final examination (dissertation) as an integration of the activity referred to in point a).

Article 5

Recognition of curricular placement undertaken abroad

1. Students who intend to undertake a curricular placement abroad must seek the opinion and obtain consent from the Tutor/Placement Commission, where present, and the Academic Supervisor for International Mobility of the Degree Programme, who will evaluate the congruity of the placement activity planned abroad with that prescribed by their course of study in Turin;
2. Having obtained the above consent, in case of placement abroad, the student is required to include within the L.A. the placement activity they intend to carry out, specifying, where necessary: the educational project to be completed, the ECTS to be achieved, and the corresponding CFU for which recognition is requested at the end of mobility;
3. When the international mobility beneficiary requests approval from the host university/institution of the L.A. that entails undertaking curricular placement activity, they must agree with the latter on the activity to be undertaken, adhering to any academic and/or administrative constraints imposed by the latter in relation to the planned placement activity;
4. The search for the institution/organisation with which the international mobility beneficiary intends to undertake placement activity is the responsibility of the student based on indications from the Tutor/Placement Commission/Job Placement Office, where present, or the Department/School of affiliation, depending on the type of mobility³;
5. The international mobility beneficiary aimed at undertaking placement, in order to obtain recognition of the activity undertaken abroad, is required to submit, at the end of the mobility, a certificate of the activity undertaken issued by the host institution, indicating the duration of the placement period undertaken and, where possible, also the specification of the hours of work carried out and the total corresponding ECTS;

³ Regarding institutions with which a placement activity is intended to be undertaken, reference is made to what is reported in the international mobility calls for applications in which one participates, paying attention to any indicated constraints (e.g., mobility authorised only on specific agreements, institutions that do not accept placement activity, etc.).

Article 6 Recognition results and timelines

1. Based on the learning outcomes reported by the host institution in the Transcript of Records/After the Mobility, the Academic Supervisor for International Mobility of the degree programme validates the academic activities undertaken during mobility, converts grades, and transmits to the competent offices, including the relevant Registry, the resolution for the

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transfer to the student's academic record of the academic activities and educational credits acquired abroad as well as the related grades assigned;

2. The aforementioned resolution assumes the role of the “Recognition Outcomes” document, as a quality element prescribed by the European Commission;
3. Recognition must be concluded within and no later than 30 days from delivery to the University of Turin of complete and conforming documentation indicated in the administrative procedure, except for the need for a shorter term arising from specific deadlines to be met (e.g., graduation session timelines);
4. In order to guarantee correct traceability of the CFUs recognised for international mobility, it is necessary that academic activities undertaken abroad be marked in the student's academic record with an appropriate label from amongst the following:
 - ERSTU: Recognition of activities for Erasmus for Study;
 - ERTRA: Recognition of activities for Erasmus Traineeship;
 - ERPAR: Recognition of activities for Erasmus Partner Countries (Extra-EU);
 - RICBN: Bi-national Recognition;
 - M (recognition for mobility project): Recognition of academic activities undertaken within the framework of international mobility outside the Erasmus+ Programme that do not fall amongst those mentioned above.