



## UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione  
Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

# Guidelines for recognising study activities abroad

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## Art.1

### Objectives and general provisions

1. These University regulation compliant Guidelines define how University of Turin students' coursework is recognised while studying at EU and non-EU Universities/Institutions;
2. This document aims to simplify and harmonise the recognition process of students' coursework abroad, facilitate validation and ensure full recognition;
3. These Guidelines outline how the University of Turin recognises students' coursework abroad in all international Mobility programmes activated by University and individual Departments;
4. The University of Turin adopts European Credit Transfer and Accumulation System (ECTS) criteria when recognising Mobility coursework where one ECTS credit corresponds to one University Training Credit (CFU);
5. The University of Turin recognises the credits that the student has acquired while studying at partner institutions in compliance with the Learning Agreement (L.A.) and based on the "Full academic recognition of Mobility experiences" principle outlined in the Erasmus Charter for Higher Education (ECHE).

## Art.2

### Defining and approving the study programme abroad (Learning Agreement-L.A.)

1. Before starting their international Mobility, the beneficiary must prepare their L.A. together with their **Responsabile didattico per la mobilità internazionale del proprio corso di studi** who is appointed by the International Mobility Commission, if available, or teachers with international Mobility expertise.  
The student's **Responsabile didattico per la mobilità internazionale del proprio corso di studi** and the Host University/Institution's office/person in charge must approve their L.A. so that the student's Degree Programme can guarantee that all course activities are fully recognised;
2. The agreed L.A. must include a list of all course activities (exams, internships, thesis research, etc.) with the relative ECTS that the student intends to obtain abroad and course activities with their corresponding CFUs which the student will ask the University of Turin to recognise;
3. When students prepare their L.A., they must choose course activities with learning outcomes consistent to their own Degree Course disciplinary fields, although contents, course name or credit value do not need to be identical between the two institutions;



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4. When preparing their L.A., students should replace one or more exams/course activities from their own course plan, with one or more exams to take abroad. See 3 above and 5 below;
5. Students should make sure when preparing their L.A. that the total of ECTS earned during their Mobility abroad equals the total of CFUs that will actually be recorded in their course plans;
6. If strictly necessary, students can round up (or down) the total of ECTS and CFUs in order to be recognised, but only calculating less than two CFUs for every 30 ECTS scheduled for international Mobility;
7. Students are allowed a minimum of three CFUs in their L.A. for each month they stay in the foreign destination which then has to be validated in their course plan. An exception to this is for traineeships or combined Mobility<sup>1</sup> where less CFUs may be recognised than previously indicated;
8. In accordance with a student's L.A., the number of ECTS that they acquire at the Host Institution must, in principle, correspond to 60 CFUs for one academic year and 30 CFUs for each semester;
9. Individual University Departments frequently publish their own specific guidelines on how students should compile their L.A. by outlining necessary similarity/affinity between activities abroad and the student's own Degree Course Disciplinary fields;
10. Before preparing their L.A., students should find out about any educational/administrative prerequisites regarding foundation courses and/or compulsory attendance of their chosen courses. They should also read the Department's Guidelines relating to course activities abroad;
11. Should the need arise, students can make a change to the L.A. after arriving at the Host institution, but only if both institutions formally approve. They can, however, only make changes within 5 weeks of the start of each semester, only one change to the L.A. per semester abroad and only during their Mobility. Changes to the L.A. will not be accepted once Mobility has been concluded;
12. Students must do the course activities in the L.A. during their international Mobility. No activity done abroad can be recognised if it had not been outlined in the approved L.A. before departure or is an agreed change, unless otherwise agreed by the student's **Responsabile didattico per la mobilità internazionale del proprio corso di studi**;
13. Students must check that course activities corresponding to those in the L.A. are in their University of Turin course plan so that they can be recognised. If not, they should add them within University of Turin deadlines.

### Art. 3

### Recognising study activities abroad

1. A student's coursework, programme and learning outcomes abroad will be recognised based on their compatibility with their own Degree Course according to the European Commission ECTS Guidelines and University Course Regulations;
2. Recognising course activities is in compliance with Guidelines principles Art. 2;

<sup>1</sup> "Combined mobility" includes different course activities, such as examinations and traineeships.



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3. Mobility for Studies beneficiaries must ask their Host University for their Transcript of Records or After Mobility Certificate so that their course activities can be recognised. This document must indicate the coursework they completed, exams taken, corresponding credits and marks, expressed in accordance with ECTS or by attaching a conversion table between the assessment system used by the Host University and ECTS system;
4. Should the international Mobility beneficiary not pass one or more exams recorded in the L.A., the "*conversion package*" will need to be reformulated at the end of the Mobility. This will be based on the coursework the student completed abroad and their disciplinary affinities. Where necessary, the student will be assigned an integration up to a maximum of half of the ECTS of one of the corresponding exams;
5. The University of Turin applies the cumulative distribution grades tables to convert grades. See: <https://www.unito.it/internationalita/studiare-e-lavorare-allestero/erasmus/erasmus-study/tables-ects> They are based on data made available by the Host University and the maximum applicable mark is allocated if percentages overlap;
6. Once the beneficiary has given in all their Mobility documentation, they will obtain recognition of all their activities registered on the L.A. and indicated in the Host University issued Transcript of Records. Students cannot refuse recognition of their course activities abroad and/or corresponding conversion of their marks. If they do not agree with their marks, students must refuse them at the Host University, where possible;
7. If the Transcript of Records includes activities previously not included and approved in the L.A., the student's **Responsabile didattico per la mobilità internazionale del proprio corso di studi** might recognise activities abroad if they are consistent with the student's overall course programme. Recognition of course activities that are not in the L.A. however, is not guaranteed.

### Art. 4

#### Recognising thesis research abroad

1. Students intending to do thesis research abroad that carry CFUs, must request the opinion and obtain the consent of their **Reference Professor** (*docente relatore di tesi*) and of **Responsabile didattico per la mobilità internazionale del proprio corso di studi**;
2. Once students obtain this consent, they must update their L.A. detailing the thesis research abroad which is worth at least one credit and no more than five for every month of Mobility;
3. The total CFUs to be added to the L.A. for thesis research abroad must be less than the total of CFUs in the student's career plan for the final exam. It must also be proportional to the length of Mobility and the student's workload;
4. The student's **Responsabile didattico per la mobilità internazionale del proprio corso di studi** is responsible for approving the L.A. which outlines the thesis research abroad once the Reference Professor's favourable opinion of the thesis research material has been obtained;



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5. The students must choose their own organisation/institution/tutor where they intend carrying out their thesis research based on their type of Mobility<sup>2</sup> and after having obtained their Reference Professor favourable opinion;
6. The international Mobility recipient/beneficiary must comply with any educational constraints that the Host Institution imposes when they ask it to approve their L.A. which outlines their planned thesis research;
7. The international Mobility recipient/beneficiary doing thesis research must obtain a thesis research certificate from the Host Institution and/or tutor who oversaw the student's research in order to obtain recognition of the activity abroad. This certificate must indicate the length of time the research took, including hours worked and, where possible, the total of corresponding ECTS;
8. The Reference Professor overseeing the student's research together with the **Responsabile didattico per la mobilità internazionale del proprio corso di studi** evaluate the affinity of the activities which the student carried out in Mobility with their Degree Course in Turin, in order to proceed with recognising the scheduled CFUs;
9. The registration of CFUs for thesis research carried out abroad is such:
  - a. Activities during student's Mobility abroad;
  - b. Final exam (presentation) which completes the work done in a).

### Art. 5

#### Recognising internships abroad

1. Students interested in doing an internship abroad must consult and obtain the Tutor/Internship Commission's consent, where present, and **Responsabile didattico per la mobilità internazionale del proprio corso di studi** who will evaluate the affinity of the proposed internship abroad with the student's course in Turin;
2. Once the student has obtained this consent, they must update their L.A. with the details of the internship abroad specifying, where necessary: the training project, the ECTS to be earned and corresponding CFUs to be recognised at the end of Mobility;
3. When the international Mobility beneficiary asks the Host University/Institution to approve their L.A. outlining their scheduled internship, both parties will have to agree that it is in accordance with any course and/or administrative constraints that the Host University/Institution imposes on internships;
4. Students must find their own institute where they can carry out their internship based on the type of Mobility<sup>3</sup> and Tutor/Internship Commission/Job Placement Office indications, where present, or the student's own Department/School;

<sup>2</sup> Those interested in doing thesis research should refer to the international Mobility Calls for more information concerning constraints (e.g. Mobility only authorised for specific agreements, institutions that do not allow thesis research, etc.).

<sup>3</sup> Those interested in doing traineeships should refer to the international Mobility Calls for more information concerning constraints (e.g. Mobility only authorised for specific agreements, institutions that do not allow internships, etc.).



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5. The international Mobility beneficiary intending to do an internship to obtain recognition for activities abroad must provide a Host University/Institution issued certificate at the end of the Mobility, indicating the duration of the traineeship and, where possible, how many hours worked and total of corresponding ECTS;

### Art. 6 Recognising results and timing

1. Il **Responsabile didattico per la mobilità internazionale del proprio corso di studi** validates the student's course activities during Mobility based on the Transcript of Records/After Mobility learning outcomes compiled by the Host Institute. They then convert the marks and send their approval to the relevant offices, including the Secretariat of reference to update the student's course plan with course activities, credits acquired abroad and relative marks;
2. This approval is known as the "Recognition of Outcomes" document which has the role of certifying EU commission quality requirements;
3. This recognition must be concluded no later than 30 days after the University of Turin has received the complete and compliant documentation according to the administrative procedure, unless a tighter deadline is needed due to specific time limits (e.g. graduation sessions).
4. Students must add their course activities abroad to their career plans so that their recognised CFUs for international Mobility can be correctly traced, as per:
  - ERSTU: Recognition for Erasmus for Studies activity;
  - ERTRA: Recognition for Erasmus Traineeship activity;
  - ERPAR: Recognition for Erasmus Partner Countries activity (Non-EU);
  - RICBN: Bi-national recognition;
  - M (Recognition for Mobility Project): Recognition of course activities completed during international Mobility outside the Erasmus+ Programme which are not among those mentioned above.