

**University of Siena - Criteria for the recognition of periods of study abroad
within the framework of Erasmus mobility**

Art. 1.

Erasmus programmes should be considered as an opportunity to expand the range of courses offered by the student's home Faculty, also through courses that are coherent with the curriculum of the specific degree course, but are not offered by the Faculty or are taught in a different manner.

Art. 2.

Faculties must systematically check the status of Erasmus mobility agreements in force and add new Erasmus opportunities to their range of courses.

Art. 3.

Each new Erasmus agreement must be submitted to the Faculty or an ad hoc Commission appointed by the Faculty for approval, so that the individual initiative of each promoter is endorsed on the basis of a choice of courses that comply with the subject and purpose of the programme.

Art. 4.

Approval of the Learning Agreement containing the exams taken abroad and the relative credits gained is the task of the individual Teaching Committees. They must check whether the contents of the course/s taken abroad can be ascribed to the fields and disciplinary sectors specified in the programme outline of each degree course, rather than whether the foreign course corresponds to the course at the student's home institution.

Art.5.

The Teaching Committees must allocate each course to be taken abroad to the scientific-disciplinary sector under which the course will be recorded in the student's detailed degree certificate and the Diploma Supplement.

Art.6.

The Committees must check that the distribution among disciplinary sectors of credits to be gained abroad is coherent with the distribution specified in the programme outline of the degree course.

Art. 7.

From a procedural viewpoint, students must:

- a) submit their *Erasmus Learning Agreement* to be signed by the teacher organizing the grant prior to departure and deliver it to the Student Administration Office (enclosing the programme of studies of the individual courses to be taken abroad);
- b) the Student Administration Office must send the *Erasmus Learning Agreement* to the Teaching Committee of the degree course the student is enrolled on for formal approval of the proposed programme of studies. This must take place before the student's departure. Approval of the programme of studies must be granted as specified in arts. 4, 5 and 6;
- c) changes to the *Erasmus Learning Agreement* can be made **within two months** after the student's departure, subject to the approval of the Teaching Committee;

d) upon his/her return, the student must deliver to the Student Administration Office the *form confirming adhesion to the Learning Agreement*, enclosing the Transcript of Records issued by the foreign University, stating the grades and corresponding credits awarded for each exam taken.

Art. 8

As specified in arts. 4, 5 and 6, the individual Teaching Committees will be responsible for approving the Erasmus mobility Learning Agreements. This approval must be granted before the student's departure. Should the student not be able to present his/her study plan prior to departure for documented reasons, the approval procedure must in any case be completed within two months from the student's departure.

The Committee can only request additions to the schedule of exams to be taken abroad under exceptional circumstances and the student must be informed during the phase of approval of the Learning Agreement.

Art. 9

Should the student gain a greater number of ECTS credits than required for the corresponding exam in his/her home degree course, the extra credits can be used by the student as free credits.

In contrast, should the student gain a lower number of ECTS credits than required for the corresponding exam in his/her home degree course – as long as the Teaching Committee has approved the programme of studies and equivalence of the workload within the specified schedule – the number of credits corresponding to the student's own degree course will be awarded.

Art. 10

During validation of the exams taken abroad, the Student Administration Office will be officially responsible for applying the ECTS grading scale in force, subject to the student presenting a request for recognition accompanied by a Transcript of Records issued by the foreign University. Should the Transcript of Records not include grades expressed according to the ECTS scale, the Student Administration Office will refer to the "Conversion Table for the National Grading Scales within the European Community" (annex 5) and subsequent amendments.

Art. 11

While the autonomy of the individual Faculties is respected, they are encouraged to propose more incentives for Erasmus mobility students.