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## **Regulations for the Implementation of International Student Mobility of the University of Milano - Bicocca**

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## **BACKGROUND**

### **Article 1- Object of the regulation**

1. This regulation regulates the mobility of outgoing students of first, second and third level (ie: three-year, master and single-cycle degrees, doctorate and specialty schools) and incoming students of the first and second level.
2. The mobility of incoming third-level students (PhD Visiting Candidate) is regulated by the Visiting Scholars / Fellows Regulations issued by DR 3090/2018 and subsequent amendments.

### **Article 2 - International mobility**

1. The international mobility programs identified among the institutional aims of the University, as per art. 1 paragraph 9 of the Articles of Association, are aligned in the objectives to the directives and recommendations of the European Commission and are recognized in the student's training path through the inclusion in the Diploma Supplement of the activities carried out during the mobility, and through the issue of the appropriate Open Badge.

### **Article 3- International Mobility Programs**

1. The University governing bodies plan the international mobility of students annually, deliberating the expenditure forecast and the modalities of disbursement of the economic benefits of international mobility, in line with the requirements of the funding bodies.
2. The University offers the following Mobility Programs:
  - a) **Erasmus Key Action (KA1)** - Individual mobility for learning purposes;
  - b) **EXTRA-EU Exchange** for thesis research or stage / internship / traineeship at higher education bodies, public or private organizations active in the labor market, CNR and NGOs of countries not participating in Community programs for education and training. Study activities are also allowed exclusively for those EXTRA-EU institutions which provide for it in the agreement;
  - c) **Double Degree** with Institutions of higher education in EU and EXTRA-EU countries with which it has stipulated special Double Degree Agreements. Double Degree programs with EU countries are normally managed within the flow of the Erasmus Community program. Double Degree programs with EXTRA-EU countries are managed with a dedicated flow.

### **Article 4 - Bilateral Agreements**

1. The University stipulates the following bilateral agreements:
  - a) **Inter-Institutional Agreement** for the implementation of mobility in European and extra-European exchanges aimed at the education and training of students.
  - b) **Inter-Institutional Agreement** for the implementation of international mobility within the Community program for education and training (Erasmus and Erasmus EXTRA-UE).
  - c) **Double Degree** agreements for the implementation of double degree mobility, signed between higher education institutions that provide for the attainment of the degree both in Italy and in the country of destination.
2. The Bilateral Agreements are signed according to the principle of reciprocity of access to the services offered to students and are proposed according to the following criteria:
  - a) affinity of the study and research paths;
  - b) importance of the foreign subject;
  - c) adequacy of the training offer available to students in international mobility and / or presence of a suitable offer in English;
  - d) level of services offered to students in international mobility.
3. The competent Office of the University periodically checks the Bilateral Agreements that have remained inactive for at least two academic years and verifies the opportunity of their closure after hearing the Rector or his delegate and, if the agreement was initially proposed by a teacher still in service, after consulting the same.

### **INTERNATIONAL MOBILITY ACTORS**

#### **Article 5 - The Rector and the University Commission for Internationalization**

1. The identification of the University's strategies for Internationalization lies with the Rector and / or his delegate/s.

2. The Rector may appoint with a Rectoral Decree a University Commission for Internationalization, which will collaborate with the administrative structures in the pursuit of the internationalization policies identified by the University. The University Commission for Internationalization remains in office for the time indicated by the nomination decree and not later than the expiry of the mandate of the Rector who appointed it.

#### **Article 6 - The Coordinator for the International Mobility of the Department / School**

1. The Coordinator for International Mobility can be identified within each Department / School.

2. The Coordinator for International Mobility:

- a) coordinates requests for activation, cancellation or renewal of bilateral agreements of its Department;
- b) provides teaching and scientific support and guidance to incoming and outgoing students;
- c) takes care of relations with its foreign counterparts;
- d) organizes or collaborates in informative meetings and presentation of mobility programs;
- e) approves and / or signs the Learning Agreements (LA), Learning Agreement for Traineeship (LAT), EXTRA-UE Learning Agreements for Exchange (LAEX) that report the activities that outgoing students can perform during the mobility period. These activities, if effectively achieved, are considered approved by the Didactic Coordination Board for the loading of the formative credits in the student's career.
- f) authorizes extensions of international mobility;
- g) participates in selection commissions for international mobility programs, where envisaged;
- h) annually ensures the adequate completion, in compliance with the ministerial standards and the European Higher Education Area (EHEA), of the University Course Catalogue for the courses of study belonging to its Department / School;
- i) annually ensures the compilation and updating of the list of courses taught in English in the courses of study of their Department / School, ensuring communication to the Office responsible for the publication of the educational offer addressed to incoming students within the indicated deadlines, and ensuring timely communication also during the year of any change that has taken place following changes in educational plans. It also ensures that the courses advertised in the educational offer as "provided in English" occur even in the absence of incoming students in the classroom.

3. The Coordinator for International Department / School Mobility is appointed by the Department / School Council among the tenured professors and remains in office for the time indicated by the nomination decree and not later than the expiry of the mandate of the Rector. The Department / School Council will have to resolve any replacements and communicate them to the competent office. The outgoing Coordinating Teachers must however complete the work of recognition of the LA / LAT / LAEX approved by them.

4. The Department / School Councils with the act of appointment delegate their Coordinators for International Mobility to the evaluation, approval and signature of LA / LAT / LAEX and of any modification thereof. The Coordinators for International Mobility of each Department / School can be assisted by a Commission.

### **OUTGOING MOBILITY**

#### **Article 7 - Eligible students**

1. Students who have completed the matriculation and are regularly enrolled, within the normal duration of the course of study ("in corso") in a degree course (first level), Master's Degree, Single-cycle Master's Degree (second level), a Specialization School or a PhD Course (third level) can apply for the University international mobility programs. Graduates may apply as long as their mobility ends before the degree is awarded and in any case not

later than the deadlines for the third annual graduation period of their last academic year (for the academic year A / A + 1, the February-March session A + 2).

2. Only students who are up-to-date with university tuition fees and who have already reached at least the minimum level of the language assessment test of a European language recognized as valid by their course of study, and are in compliance with any other requirements required by the Academic Regulations of the course of study, can apply for University Mobility Programs

3. Students with a career suspended for any reason, students in the interruption of studies, students enrolled in an off-course academic year, students registered as repeat students, students enrolled in credits purchase mode or part-time can not apply for the International Mobility Programs of the University.

4. Students may not apply for multiple overlapping international university mobility programs for the same period of time.

5. International mobility calls may identify additional eligibility and non-eligibility requirements.

#### **Article 8 - Training activities eligible during international mobility**

1. Eligible in the framework of the university programs are:

- a) all the didactic and / or training activities present in the Educational offer of the study courses, including laboratory activities, stage / internships and for the final exam;
- b) research activities for the preparation of the Specialization and Doctorate thesis.

2. All eligible activities must give rise to the acquisition of university credits (CFU), recognizable in the study plan, excluding the activities carried out by graduates or third-level students.

3. The training activities identified for the mobility period must be reported in the Learning Agreement, as indicated in art. 15.

#### **Article 9 - Linguistic preparation - outgoing**

1. Outgoing students are required to meet the language requirements, including any certifications, required by the host subjects in the times and in the manner indicated by them. It is the students' responsibility to find out about the required requisites and to acquire the necessary language certificates.

2. In case the host subjects do not require a specific certification, but only a certificate of the level of knowledge of the language, the students must undertake and pass before departure a language assessment test. The level reached is attested by the linguistic Open Badge issued following the test, which shows the equivalent CEFR level (Common European Framework of Reference for Languages). The Open Badge is an official certificate of the University, but is not an international level certificate, whose release is the exclusive competence of an accredited certification body. To prepare for the assessment tests all students have available online language courses offered by the University.

3. The Erasmus Plus Program which will end in 2020 offers all Erasmus students online language support (Online Linguistic Support - OLS) for self-training and self-assessment of the level of knowledge of the different European languages. In order to take advantage of European funding, the student is required to perform the OLS self-assessment test before departure and upon return. It is at the discretion of the Host Subjects to accept the result of the self-assessment test as an initial linguistic attestation. After 2020 this paragraph automatically will adapt to the provisions of the subsequent Erasmus programs of the European Commission.

#### **Article 10 - Calls for international mobility**

1. To participate in the International Mobility Programs of the University students must apply for selection notices that are published annually by the competent Office according to the timing deliberated by the governing bodies of the University as per art. 3.1 of this Regulation.

2. The calls for mobility, issued by Rectoral Decree and published on the University's online registry, contain:

- a) the specific details of the individual international mobility programs;
- b) the specific activities permitted,
- c) eligible destinations;
- d) the minimum and maximum duration of the mobility;
- e) the admission criteria and the incompatibility of the individual international mobility programs of the University;
- f) the methods and timing for the presentation of candidacies;
- g) the selection procedures and the publication of the ranking list;
- h) the procedures for the waiver of the selection and any penalties;
- i) requirements before departure: LA / LAT / LAEX, Mobility Agreements;
- j) obligations during the mobility;
- k) requirements for the closure of the mobility;
- l) economic benefits and methods of delivery;
- m) insurance coverage;
- n) the methods and timing of the recognition;
- o) the cases of the repayment of the economic benefit and the procedures for the repeal;
- p) facilities for students with special needs.

#### **Article 11 - Selection of candidates for calls for mobility**

1. The evaluation of the academic curriculum of the candidates for international mobility calls takes place through the assignment of a score 50/50 by the online secretarial system. The algorithm takes into account the weighted average of the marks acquired in the exams passed and the number of acquired CFUs out of the total of those potentially acquired by applying the following algorithm:  $\text{weighted average} \times [(\text{acquired CFU} / \text{CFU due}) \times 5] / 3$ . Moreover:

- a) for students enrolled in the first year of a three-year or single-cycle degree that, at the time of publication of the announcement, do not have any exams registered in their libretto, the maturity grade, calculated on 50/50 will be taken into consideration.
- b) for students enrolled in the first year of a Master's Degree who at the time of publication of the announcement do not have any exam registered in their libretto, the vote of the previous degree will be taken into account, based on 50/50.
- c) for students enrolled in the third cycle the score will be calculated on the grade of the most recent Master's degree, based on 50/50.

2. For the formulation of the score of the academic curriculum of the candidates, the Segreteria Online system will take into consideration only the teaching activities passed and registered within the publication date of the announcement.

3. The specificities regarding selection procedures in compliance with the European Commission regulations and the deliberations of the University governing bodies are reported in international calls for tenders. The Departments may provide a supplementary selection interview for candidates for international mobility calls.

#### **Article 12 - Renunciation of international mobility**

1. Outgoing students may opt out of the University's international mobility programs by completing the appropriate form on the Online Secretariats.

2. The waiver of the international mobility programs, after the publication of the definitive classification, entails the payment of a penalty according to the dispositions set out annually by the governing bodies.

3. Failure to meet the linguistic requirement or the rejection of the candidate by the foreign destination for reasons attributable to the student are considered in the same manner as a waiver for the payment of the penalty.

4. Students who, despite not having submitted a waiver, do not comply with the procedures and timelines provided for by the University's international mobility calls, will be deemed to have renounced ex officio with the application of the penalty, as decided annually by the governing bodies. These students will not be allowed, subsequently, to participate in further International University Mobility Programs.

#### **Article 13 - International mobility period**

1. The period of international mobility must be continuous and its validity is linked to the actual stay at the foreign destination.

2. The minimum and maximum durations of international mobility are set out in the mobility announcements according to the specifications of each University International Mobility Program.

3. Outgoing students during international mobility can not:

- a) submit an application for transfer to another University or transfer of course;
- b) discuss the thesis or be proclaimed graduates;
- c) carry out any activity that requires the presence at the University of Milan-Bicocca (except as provided for by article 14).

4. Outgoing students during international mobility can:

- a) present the Study Plan;
- b) submit a degree application, provided that the discussion takes place after the return from international mobility;
- c) apply for University scholarships.

5. Outgoing students are required to pay the contributions for the academic year and submit the ISEE-University declaration, according to the timetable indicated by the University.

#### **Article 14 - Interruption of international mobility**

1. It is possible to stop the mobility exclusively for the undertaking of teaching activity exams at the University of Milan-Bicocca.

2. Registration in the Online Secretariat is allowed for exam sessions for teaching activities present in a study plan approved and implemented, with the exception of the didactic activities included in the Learning Agreements. The registration for each exam, or partial test, involves the automatic interruption of the mobility and the fixed reduction of three days of economic benefit. The reduction applies for each registration, is cumulative also for examinations set on consecutive days, regardless of the result of the exam and the possible absence of the student at the appeal. The days of automatic interruption for the registration to the appeals do not enter in the total calculation of the days of the period of international mobility. Appeal registrations are automatically detected by the student career management system.

#### **Article 15 - Learning Agreement: LA / LAT / LAEX**

1. The outgoing students agree with the International Faculty Coordinator for International Mobility the following documents:

- a) Learning Agreement (LA) or Learning Agreement for Traineeship (LAT) for the Erasmus Community program;
- b) EXTRA UE Learning Agreement for Exchange (LAEX) for all other international mobility programs.

2. The LA / LAT / LAEX documents report the activities that the outgoing students can carry out during the mobility period, making them an integral part of the student's Institutional Studies Plan and therefore automatically recognizable in the career, if passed.

3. According to the indications of the European Commission, students must plan approximately 15 ECTS in the quarterly mobility periods, approximately 30 CFU in the six-month mobility periods, and approximately 60 credits in annual mobility. Mobility extensions are authorized only if the credits have been acquired for the period already



spent on the move or for special situations at the discretion of the International Mobility Coordinator. Participation in international mobility programs should not, as a general rule, extend the career of students beyond the normal duration of the course of study, and must be planned in such a way as to allow the achievement of the current degree.

4. LA / LAT / LAEX will not be accepted which include less credits than the minimum amount indicated in the International Mobility Bids.

5. The LA / LAT / LAEX documents must be signed by the students, by a Coordinating Professor for International mobility pursuant to art. 6.2 lett. e), and by the Foreign Coordinating Teacher or person in charge of the destination institution. Students are responsible for acquiring the necessary signatures within the timescales established by the mobility announcements.

6. The LA / LAT / LAEX documents are composed of three parts to be completed at different times of mobility:

a) Part 1. **Before the mobility**: contains the data of the student, the University and the destination of mobility; the indication of the Managers / Coordinators for the international mobility of the University and of the destination; the program of study and / or research and / or internships or traineeship that students will carry out during the mobility. This part must be completed and signed before departure according to the timing and procedures laid down in international calls for tenders.

b) Part 2. **During the mobility** (where necessary): contains the changes to the study program and / or research and / or internship or internship included in the first part of the document. The changes to the original program must be exceptional, and adequately motivated. This part must be completed and signed during the mobility according to the timing and procedures laid down in the international mobility calls.

c) Part 3. **After the mobility**: contains the final report of the study program and / or research and / or internship or stage that the students will have carried out during international mobility; certification of the start and end dates of the mobility. This part must be completed upon return from mobility according to the timing and procedures laid down in the international mobility calls.

The three parts of which the LA / LAT / LAEX are composed have no value individually; the documents must be kept and presented, according to the terms of the international mobility notices, complete and whole in all the parts, even if not used.

7. First and second level students must only enter complete training activities in the LA / LAT / LAEX present and available in the educational offer of their course of study. If learning activities are not yet included in the study plan, students are required to change the plan as soon as possible. The students of the third level must include in the LA / LAT / LAEX the description of the research activities that will take place during the mobility.

8. Without a LA / LAT / LAEX approved and countersigned by the Coordinator for International Mobility and the person in charge of the destination, the students:

- a) are not admitted to take part in international mobility;
- b) are not entitled to economic benefits and insurance coverage;
- c) are not entitled to the recognition of the training activities eventually taken and passed.

#### **Article 16 - Mobility Agreement**

1. Outgoing students and the University of Milan Bicocca sign a financial agreement, called the "Mobility Agreement", which regulates the financial and insurance coverage during the Program. Without signing the Mobility Agreement the outgoing student is not authorized to leave; and in case of departure, will not receive any financial or insurance coverage, and will not be entitled to the recognition of any training activity.

2. The Mobility Agreement contains:

- a) the data of the signatories;
- b) the purpose of the contribution;
- c) the entry into force of the agreement;
- d) the duration of the mobility;
- e) the financing of mobility;
- f) the mode of disbursement of the economic benefit;

- g) the return of debt and possible career suspension;
- h) insurance coverage;
- i) arrangements for recognizing mobility;
- j) the applicable law and the competent court;
- k) other specifications of the individual international mobility programs of the University;
- l) the LA / LAT / LAEX, as attached.

3. The Mobility Agreement is issued by the competent Office to outgoing students who have complied with the procedures set out in the individual international mobility calls.

#### **Art 17 - Extension of international mobility**

1. During international mobility, outgoing students may request authorization for the extension of their mobility, exclusively for educational reasons, from the International Mobility Coordinator. The extension of the mobility is authorized only if all the credits have already been acquired for the period already spent in mobility, or for other special situations, at the discretion of the Coordinator for International Mobility. The extensions should never extend the student's career beyond the normal duration of the course, and must be programmed to allow students to achieve their degree.

2. Only the extensions requested at least one month before the end of the mobility, according to the procedures and timelines provided for by the individual calls and approved, will be entitled to financial coverage, up until funds are exhausted.

3. The procedures and timelines for requesting extensions, and the rules for possible financial coverage, up until funds are exhausted in the budget, are reported in international calls for tenders.

#### **Article 18 - Economic benefits for international mobility**

1. The international mobility of outgoing students is supported by financial contributions from funds made available by the University, the European Union and the Ministry of Education, University and Research.

2. The economic benefits are provided exclusively for the days of international mobility actually spent abroad, provided they are not less than the minimum duration envisaged by the respective International Mobility Programs of the University.

3. The economic benefits are calculated on a daily basis. The duration of the mobility covered by the contribution is calculated according to the 360-day trading year. In the case of a mobility not corresponding to a whole number of monthly payments, the contribution of the remaining days is calculated by multiplying the number of days by 1/30 of the monthly contribution due. Only the dates certified in Part 3 After the mobility, of LA / LAT / LAEX are taken into account for the calculation of the funding.

4. The payment of the benefit is limited, for outgoing students of the first and second level, to the acquisition and recognition of credits in the plan as agreed with the Coordinator for International Mobility in the LA / LAT / LAEX; for outgoing students of the third level outgoing students it is based on the actual time of stay abroad for at least 3 months (90 days) in a row.

#### **Article 19 - Return of the economic benefit for international mobility**

1. The competent office will forward the request to outgoing students for:

a) restitution of the non-due benefit disbursed for days not actually spent abroad;

b) total return of the benefit in the following cases:

i. the failure to obtain the minimum number of ECTS indicated in the calls for mobility;

ii. failure to correct the closure of the mobility as provided for in the notices;

iii. failure to fulfill the obligations set forth in the Mobility Agreement, including the mandatory compilation of the European Commission assessment questionnaire and the two OLS language self-tests (before departure and after return).



2. The competent office will suspend the career of outgoing students who have not repaid the debt as provided for in the notices.

#### **Article 20 - Sanctions**

1. Students taking part in an International University Mobility Program are required to comply with the provisions of the law, the Articles of Association, the regulations and the instructions given by the competent authorities for the proper performance of the teaching and administrative activities of the host structure, in order not to damage the dignity and decorum of the origin university and host institution.

2. Actions and behaviors in violation of the provisions of this article involve the application of disciplinary sanctions as required by art. 35 of the University Teaching Regulations.

#### **Article 21 - Return from mobility, validation of passed activities and recognition in career**

1. The recognition procedure depends on the receipt by the competent Office of the Transcript of Records - TOR (or equivalent certification) and of the final LA / LAT / LAEX complete in each part and signed as established in international calls for tenders.

2. The activities carried out in international mobility, included in the LA / LAT / LAEX, authorized by the Coordinator for International Mobility are an integral part of the student's Institutional Studies Plan, and will be acknowledged in the academic career, if passed, as follows:

a) in the case of educational activities the student will have the recognition of these activities in his own Institutional Study Plan;

b) in the case of an internship / placement / traineeship the student will have the recognition of the career period in the plan as a stage / placement where admitted in the educational regulations, or as "free-choice" credits of the student;

c) in the case of training activities for the final exam: the student will have the recognition of all the credits related to the final exam, minus one; the missing credit will be uploaded at the moment of the discussion of the thesis.

Students of the third level for which it is not possible to obtain recognition in terms of credits will be included in a note of recognition in their careers.

3. The students who during the mobility have carried out the training activities for the final exam, at the time of submission of the application for graduation are required to declare as type of thesis: "thesis with stay abroad".

4. Requests for integration to activities carried out in mobility is not allowed and partial recognition of educational activities is prohibited. Only whole training activities can be included in LA / LAT / LAEX.

5. Students may refuse the outcome marks of activities passed abroad before they are registered in the Transcript of Records (or equivalent certification), if this option is provided for in the regulations of the foreign destinations. Once transcribed in the Transcript of Records, the marks (translated into Italian marks according to standards and procedures recognized by the University) can not be rejected.

6. In no case will the activities registered in the Transcript of Records (or equivalent certification) be taken again at the University. Activities passed abroad can not be refused during validation and can not be registered off-plan.

7. The registration of activities passed abroad and present in the LA / LAT / LAEX involves the automatic upload of the respective credits in the student's career, as already approved by the competent body pursuant to art. 15.2.
8. For the activities that provide for the assignment of a vote out of thirty according to the Italian legislation, the conversion takes place through the European Grade Conversion System (EGRACONS) for the destinations adhering to the platform, or through the conversion table of votes approved by the Academic Senate for destinations not part of the EGRACONS platform.
9. All periods spent abroad as part of the University Mobility Programs will be reported in the Diploma Supplement for all study courses for which this document is issued.

### **Article 22 - Open Badge "Bicocca International Students"**

1. All mobility will be registered in the "Bicocca International Students" Open Badge. The Open Badges are digital certifications, internationally recognized and usable in electronic curricula.
2. At the time of international mobility recognition, students can download the "Bicocca International Students" Open Badge from the digital platform.

## **INCOMING MOBILITY**

### **Article 23 - Incoming students**

1. Incoming mobility students are first and second level students coming from a partner institution as part of an International University Mobility Program for a period of not less than three months. The incoming students must be regularly enrolled in a course of study of the institution of origin and are enrolled in a Department of the University.
2. Incoming students can:
  - a) take courses and do exams of the educational offer of the Department where they are enrolled;
  - b) attend placements, laboratories and clinical departments if foreseen by the activities indicated in their LA / LAT / LAEX;
  - c) work on a thesis project under the supervision of a tutor.
3. The Coordinator for International Mobility of the Department / School identifies annually the educational offer for incoming students and directs them to the educational activities agreed in their LA / LAT / LAEX.
4. The incoming students, during their period of mobility, benefit from the same services offered to students regularly enrolled in the University study courses, with the exemption of payment of university fees.
5. The specific details regarding admission requirements as an incoming student, eligible activities, duration of the mobility and services offered, in compliance with the Community rules and the international mobility programs of the University, are established in the Bilateral Agreements.

### **Article 24 - Linguistic preparation for incoming students**

1. To be admitted as incoming students linguistic competence is required equal to B1 level Italian or B2 English. The B2 level of English is mandatory for degree programs and for courses taught in English. Incoming students who do not have an adequate level will be admitted only following compulsory attendance of an intensive and introductory Italian language course provided by the University of Milano-Bicocca.

2. For double degree incoming students, the required language level is defined in the signed bilateral agreements.

#### **Article 25 - Registration of incoming students**

1. The partner Universities communicate the names of incoming candidates by e-mail (Nominations) to the University of Milan-Bicocca. The names of internship / stage / traineeship candidates can be indicated by the Milano-Bicocca Coordinator for International Mobility. Requests by candidates who are not endorsed by the same will not be qualified as incoming students.

2. Candidates must be nominated within the following deadlines:

- a) May 20 of the calendar year A for the first semester or whole year of the academic year. A / A + 1;
- b) October 20 of the calendar year A for the second semester of the academic year A / A + 1.

3. The candidates for internships / traineeship at the University's decentralized facilities must be nominated at least 60 days before the start of the mobility, to allow the correct registration procedure and access to the services.

4. The competent office, after completing the necessary checks, shall notify candidates of their acceptance as incoming students and send instructions for registration by e-mail.

5. The registration as incoming students includes the compulsory presentation of the following documents, according to the timetable communicated by the competent office:

- a) the LA / LAT / LAEX approved by its University;
- b) an identity document;
- d) a passport photo.

#### **Article 26 - Learning Agreement: LA / LAT / LAEX**

1. The incoming students must obtain the approval of the following documents from the Coordinator for International Mobility of the University of Milano-Bicocca:

- a) Learning Agreement (LA) or Learning Agreement for Traineeship (LAT) for the Erasmus Community programs;
- b) EXTRA UE Learning Agreement for Exchange (LAEX) for all other international mobility programs.

2. The LA / LAT / LAEX documents contain the program of study and / or research and / or internships or traineeship that incoming students will perform during their mobility in the University in compliance with the rules of the European Commission and / or the University International Mobility Programs.

3. The LA / LAT / LAEX must be signed by incoming students, by their Local Coordinating Teacher or other person in charge and by the Coordinator for International Mobility of reference in Milano-Bicocca, pursuant to art. 6.3. Incoming students are responsible for acquiring the necessary signatures.

4. Without an LA / LAT / LAEX approved by the Coordinator for International Mobility of the University of Milano-Bicocca, students will not be able to maintain the status of incoming students and benefit from the facilities provided for in Article 23 of this regulation.

#### **Article 27 - Period of study at the University**

1. Enrollment as an incoming student is deemed completed following the payment of the campus insurance contribution and the deposit of the holographic signature upon collection of the University badge.

2. Following the formalities relative to enrollment, incoming students are required to introduce themselves to the Coordinator for the International Mobility of reference in order to definitively agree their LA / LAT / LAEX. It is the responsibility of incoming students to acquire the necessary signatures. The incoming students will have to deliver a copy of the LA / LAT / LAEX complete with signatures to the competent office, and will have to send the original to their respective University.

3. The incoming students must have access to the courses and related exam sessions as provided for by the Academic Regulations and by the student regulations of the University.

4. During the stay at the University, incoming students may request authorization for the extension of their mobility, exclusively for educational reasons, to the Coordinator for International Mobility. Once the authorization has been obtained, incoming students are required to notify the competent office in writing.

#### **Article 28 - Closure of mobility**

1. The incoming students at the end of the mobility period are required to check the correct registration in the electronic registry of the activities passed at the University of Milan-Bicocca and to deliver the necessary documentation at the end of the period to the competent Office.

2. The University will issue the final certification (Transcript of Records) of the activities correctly recorded in the student's online registry and approved in the corresponding Learning Agreement.

3. The final certification (Transcript of Records) does not report partial educational activities. The final certification (Transcript) does not report educational activities not passed.

#### **GENERAL AND FINAL RULES**

##### **Article 29 - University insurance coverage, health care and visas**

1. The insurance policies (civil responsibility towards third parties and student injuries) stipulated by the University in favor of their students are extended to outgoing students and have territorial validity extended to the whole world.

2. Outgoing students must comply with the regulations concerning the prevention and safety of foreign host subjects and are required to immediately inform the University of Milan-Bicocca in the event of an accident occurring during the activities related to the carrying out of the mobility program.

3. The University of Milan-Bicocca does not provide students with health insurance coverage and / or assistance for obtaining visas.

4. To incoming students is extended all the insurance coverage referred to in paragraph 1 of this article upon payment of the annual premium set by the University. The University does not provide any health coverage.

5. The completion of the requirements of the current Italian legislation concerning visas and residence permits is entirely the responsibility of incoming students.

##### **Article 30 - Processing of personal data**

1. The data are processed in accordance with Legislative Decree no. 196/2003 (Code regarding the protection of personal data) and subsequent amendments and additions, as well as the EU Regulation 2016/679 (General Regulation on Data Protection).

##### **Article 31 - Entry into force**

1. The present Regulations come into force from the date of issue of the relative rectoral decree and are published on the University Online Registry.

2. The provisions contained in this Regulation are widely publicized within the University with specific communications through the University website.

##### **Article 32 - Final rules**

1. For all that is not given here, the specific clauses set by financing bodies with regard to external financing for international mobility are applied.

