

***CHEER II PROJECT – ENGLISH VERSION OF THE DECALOGUE FOR FULL RECOGNITION OF INTERNATIONAL MOBILITY AND VALORIZATION OF INCOMING AND OUTGOING MOBILITY IN ITALIAN HEIS (TRANSLATED BY ANNE KATHERINE ISAACS)***

***Points to be taken into account when updating regulations on mobility***

1. The recognition process begins before the departure of the student, with the approval of a plan for study abroad that the home institution commits to recognize (Learning Agreement), and it ends after the return of the student with the insertion into his or her records of both the learning activities (with credits and grades) recognized, and the learning activities (with credits and grades) completed abroad (in the Erasmus+ Learning Agreement: Table B and Table A).
2. The plan for study abroad that the home institution commits to recognize foresees the acquisition of a number of credits proportionate to the mobility period planned.
3. The choice of learning activities to be carried out abroad is based primarily on criteria of coherence and complementarity with respect to the learning objectives of the degree program at the home university, and can be seen as an enrichment of the learning offer of that program.
4. In order to make that choice with the maximum benefit of the students it is necessary that the home institution have access to complete and up-to-date information on the learning offer of each potential host institution, such as the information contained in the ECTS Course Catalog. If the home institution is able to offer that tool to its partners, it will be able to request reciprocity, that is, the same service from its partners; otherwise, it should consider such a lack of transparency a serious impediment to continuing inter-institutional agreements for student mobility.
5. The formal responsibility for recognition of a period of study abroad pertains to the competent teaching structure, which exercises it through a specific collegial deliberation. The operational responsibility for recognition is entrusted to its delegate who:
  - a) before the student's departure:
    - 1) defines and agrees upon the set of learning activities to be carried out abroad with full recognition and the set, for an equivalent number of credits, of learning activities which will be substituted in his or her curriculum at the home institution;
    - 2) signs, on behalf of the teaching structure to which the mobility candidate belongs, the commitment to formalize recognition as agreed;
  - b) after the return of the student, with the collaboration of the administrative offices:
    - 1) examines the documents certifying the results obtained by the student;
    - 2) follows the formal recognition procedure, which concludes with the deliberation of the responsible teaching structure and the insertion in the student's records of the learning activities recognized (with credits and grades);
    - 3) intervenes to solve possible specific problems of the students, for example, the partial or unsatisfactory completion of the learning activities foreseen in the plan for study abroad.
6. It is of fundamental importance to guarantee that both the recognition procedure and the treatment of particular cases will be completed within a stated period of time. It is equally important to propose solutions which are transparent and as standardized as possible in cases of failure or of students who do not wish to accept low grades.
7. A correct conversion of the grades achieved abroad constitutes an important aspect of recognition of study periods. To implement it it is necessary to compare the grade distribution table of the grades at the host degree program with that of the home degree program. Therefore, it is necessary for the institution to ensure that all the programs that carry out international mobility produce such tables and that its partners do the same.

8. The international mobility period is often used for the preparation of the final piece of work (project, thesis, dissertation or the like). It is important that the work carried out abroad for research and the elaboration of a final project or thesis corresponds to a value expressed in credits in order to allow recognition. It is thus necessary to to subdivide the total number of credits allocated to the final piece of work between the principal activities that it comprises (preparation and discussion), so that the part to be accomplished abroad can be included in the Learning Agreement.
9. The international mobility period can also be used for a curricular or a non-curricular placement. It is essential that in both cases the credits corresponding to the placement be certified, in order, in the first case that full recognition and insertion in the student's records can take place, and in the second case, that they can be registered in section 6.1 of the Diploma Supplement
10. To valorize the mobility experience of students, academics and administrative staff, incoming and outgoing, fully, it is important to adopt systematic guidelines that foresee the involvement of incoming individuals in events in which they can share their patrimony of knowledge and experience; and of mobile individuals on their return, to illustrate and share what they have learned and experienced.