**ERASMUS+ FOR STUDY REASON**

**APPLICATION PROCESS AND ADMISSION INFORMATION a.y. 2014/2015**

The purpose of this booklet is to support the student in filling the application form online, providing information about the timing of admission and for the organization of the Erasmus+ mobility for study reason.

**Application Process**

To apply for the Erasmus+ mobility for study reason at Trento University, students should fill out the online application form available on our website at [www.unitn.it/node/34495/](http://www.unitn.it/node/34495/) making sure to carefully read the “Decalogue for a correct Erasmus+ Online Application Form” and to upload the documents requested before submitting it by the following deadlines:

* **12th June 2014 for Fall/Winter term and full academic year;**
* **30th October 2014 for Spring/Summer term.**

The documents to be attached to the online Application form (compulsory attachments) are:

* + the declaration of the Home University confirming that the student has been selected as Erasmus+ student;
  + a ECTS Learning Agreement;
  + the Transcript of Academic Records/study plan;
  + a copy of the student Identity Card or Passport;
  + a copy of the European Health Insurance Card (for EU students) or equivalent insurance/health policy (for non EU students).

Regarding the Application Form, please note that:

* **the Italian Tax Code is not a compulsory field** and thus you do not have to enter anything;
* the documents data requested are the ones of your Identity Card or Passport;
* the compulsory fields and attachments are marked by an asterisk;
* the application form cannot be submitted if one of the compulsory fields has not been filled out or a compulsory attachment has not been uploaded;
* a receipt can be printed by the student only for personal use;
* an email notification is sent to the student after the application submission.

**Italian Language Course**

Most of the academic courses and exams organised by the University of Trento are in Italian. Students are therefore **required to have an adequate knowledge of the Italian language** before they attend the academic courses.

Any initial Italian language course undertaken by the Erasmus students at Trento University (at whichever level) will be offered free of charge.

Students interested in being pre-enrolled to one of the Italian language courses offered by Trento University Language Centre/CLA (<http://www.unitn.it/cla>) have to report it on the online application form. **Students are recommended to enrol to the Italian language course personally at CLA Secretary’s Office during the enrolment dates** (after the arrival in Trento). Please note that the enrolment is mandatory for being admitted to the Italian language courses and thus we recommend all the students to take into account that they have to be in Trento before the beginning of the course.

**Home University declaration**

Students are requested to upload to the application form a declaration of the Home University, which testifies that the student has been selected for the Erasmus+ Programme. The exact period of student’s permanence at Trento University as well as the teaching area of the Erasmus Inter-institutional Agreement has to be reported in the declaration which has to be signed and stamped by the student’s Sending Institution. A fac-simile is available in the online Application form.

**Learning Agreement**

Students have to fill in a Learning Agreement reporting the courses they would like to attend during the Erasmus+ studying period. Information on the courses are available on [www.unitn.it/en/node/14068](http://www.unitn.it/en/node/14068). The LA must include at least 60% of subjects offered by the Department in which the student will be enrolled.

Please note that the number of credits students should achieve at end of the Erasmus studying period depends on the Sending Institution.

**Language Requirements**

Recommended language of instruction level is:

* A2 level of Italian for classes taught in Italian;
* B2 level of English for classes taught in English.

Certain classes may have additional language requirements (<http://international.unitn.it/>).

Students are invited to upload to the application form a language certification (Additional Information).

**Extra Admission Requirements**

Students interested in courses offered by the School of International Studies and in courses offered by the Department of Economics and Management should produce some extra documentation. Information will be given directly by the International Activities Staff.

* Economics and Management

For courses offered at undergraduate level we require a B1 level knowledge of Italian or English, while for master courses a B2 level language knowledge of Italian or English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution (i.e. University Language Center and/or language professor only). The certificate has to be attached to the application form (Additional Information).

Bachelor students are not eligible for courses offered within Master's degrees entirely run in English (i.e. MIM-Master in International Management, MAIN-Master in Innovation Management, MEC-Master in Economics and EMBS-European Master in Business Studies).

* International Studies

Students must have passed at least five exams for a minimum of 30 ECTS credits in the core discipline areas of Law, Economics, Politics, Sociology and History.

The MEIS Admissions Committee reserves the right to make a case by case evaluation of the student’s academic career when it is unclear whether he/she fulfils the above requirements.

**Services for disabled people**

<http://www.unitn.it/en/incoming/21620/services-disabled-people>

**ESN (Erasmus Student Network)**

ESN Trento team support Erasmus+ students encouraging social interaction of students spending part of their study period at Trento University, providing help and advice. For further information visit their website <http://www.esntrento.it> or contact them ([Trento@esn.it](mailto:Trento@esn.it)).

## Admission

Admission at Trento University is sent through an e-mail notice of acceptance by the Staff for International Activities within:

* **July, 10th 2014 for Fall/Winter term and full academic year;**
* **November, 20th 2014 for Spring/Summer term.**

Students who ask for the Opera Universitaria accommodation will get information on the assignation by the Welcome Office.

Information on the stay and documents such as the official enrolment and the personal student number will be given to the students during the check-in.

We warmly recommend all the students to take note of the **UserId** and **Password** received by Trento University IT System during their registration since they will need them at the arrival and during the Erasmus+ studying period.

**ERASMUS+ CONTACTS**

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| **AREA** | **Department/Faculty/School/Centre** | **Erasmus+ Officer** | **Contacts** | **Opening hours** |
| **SCIENCE AND TECHNOLOGY AREA** | Centre for Integrative Biology | SARA MODENA | The Staff for International Activities  Via Sommarive 5 - 38123 Povo - Trento (Italy)  Ph. 0461 281864 – 3236 – 3247  Fax 0461 281680  Email: mobility-st@unitn.it | Monday 13.30 – 15.00  Wednesday 10.00 – 12.00 |
| Department of Civil, Environmental and Mechanical Engineering |
| Department of Industrial Engineering |
| Department of Information Engineering and Computer Science |
| Department of Mathematics |
| Department of Physics |
| **SOCIAL SCIENCES AND HUMANITIES AREA** | Department of Economics and Management | FABIA POGGINI | The Staff for International Activities  Via Inama 5, 38122 Trento  Ph. +39 0461 282275 / 2386 / 3817  Fax +39 0461 282121  Email: [mobility-ssh@unitn.it](mailto:erasmusecogiur@unitn.it) | Monday 10.00 – 12.00  Wednesday 10.00 – 12.00 |
| Department of Humanities |
| Department of Sociology and Social Research |
| Faculty of Law |
| School of International Studies |
| **COGNITIVE SCIENCE AREA** | Centre for Mind/Brain Science | MICAELA RAPETTI | The Staff for International Activities  Corso Bettini, 84 – 38068 Rovereto (Tn)  Ph. +39 0464 808448 / 808460  Fax +39 0464 808407  Email: [mobility-cs@unitn.it](mailto:mobility-cs@unitn.it) | Monday 10.00 – 12.00  Wednesday 10.00 – 12.00 |
| Department of Psychology and Cognitive Sciences |