



1506  
UNIVERSITÀ  
DEGLI STUDI  
DI URBINO  
CARLO BO



[www.uniurb.it/international](http://www.uniurb.it/international)

# A Guide for International Students A.Y. 2014-2015



Carlo Bo  
University  
of Urbino



*The walled city of Urbino, a time capsule tucked away in the hills near Italy's upper Adriatic coast, may give a better idea of what life in the Renaissance must have been like than all the monuments and collections of Florence and Rome.*  
*Paul Hofmann, The New York Times*

*The University of Urbino, founded in 1506, "has been incisively present in the adventure of contemporary thought, making an original contribution to the cultural and intellectual life of Europe", as Roy Jenkins stated in 1979. Mr. Jenkins was the President of the Commission of the European Community*

*Urbino Multimedia: <http://www.urbinomultimedia.it/>*



# The City of Urbino and its University

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Unesco's World Heritage List – Urbino: <http://www.worldheritagesite.org/sites/urbino.html>



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## THE CITY OF URBINO

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Set amid green hills, in a landscape moulded for centuries by the hand of man, the ancient city of Urbino stands on a headland between the river valleys of the Metauro and Foglia, encircled by defensive walls. Its original appearance, suggestive of the bows of a ship, was given it by the Romans who founded the municipality of *Urvinum Mataurense*, from which the name Urbino may have derived. Urbino retained its prow-like shape throughout the Middle Ages, until the Montefeltro dukes transformed it into one of the most beautiful cities of the Italian Renaissance. The great soldier-statesman and man of letters, Duke Federico da Montefeltro, commissioned the architects Luciano Laurana and Francesco di Giorgio Martini to build his palace which rapidly became a focal point for the finest spirits of the Age of Humanism. This palace, or “city in the form of a palace”, which blends so beautifully with the surrounding countryside, was to serve as a model for numerous other Renaissance courts. Among the leading figures who lent their lustre to the Montefeltro court were painters like Piero della Francesca, Paolo Uccello, Melozzo da Forlì, Justus of Ghent and Pedro Berruguete, writers like Baldassare Castiglione and Pietro Bembo, architects like Leon Battista Alberti, philosophers, mathematicians like Luca Pacioli and Paulus von Middelburg, and the poets Bernardo and Torquato Tasso.

Urbino has been the birthplace of a number of other important figures in Italian culture including the architect Girolamo Genga, the painters Raphael and Federico Barocci, the architect and mathematician Muzio Oddi, and in this century, the writer Paolo Volponi, who was intimately involved with Urbino until his death in 1994. It was to the memory of Federico's son, Duke Guidobaldo, who successfully kept up the cultural splendour of the Urbino court - albeit with increasingly frequent contributions from the papacy - that Baldassare Castiglione dedicated his famous book, “The Courtier”. Castiglione had been a guest at the court of Urbino and held important positions there from 1504 onwards, and his book was intended to describe the model courtier, the ideal Renaissance gentleman, whom he had seen so memorably embodied at the Montefeltro court. In 1506, just two years before he died, Duke Guidobaldo founded the *Collegio dei Dottori* on which the modern University is based.

# THE UNIVERSITY OF URBINO



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The University of Urbino grew out of the *Collegio dei Dottori* which was already active around the middle of the fifteenth century and “authorized to act as an appeal court for suits involving the Duchy of Urbino”. At the request of Duke Guidobaldo da Montefeltro, this college was officially recognized in a papal bull of 1506, issued by Pope Julius II of the della Rovere family, and entrusted with the administration of penal and civil law throughout the Duchy. In 1564, Pope Pius IV granted the Collegio “leave to crown two poets laureate annually, to confer degrees in canon and civil law, to award academic qualifications in the arts, in medicine and in the other faculties recognized by the University articles, and to appoint notaries”.

At the start of the seventeenth century, the *Collegio dei Dottori* became a *Studio Pubblico*, a transformation sanctioned by Duke Francesco Maria II della Rovere and one that meant that it would now set about teaching as well as administering the law. Shortly afterwards, the Duchy of Urbino was absorbed into the Papal State, though the privileges previously bestowed upon the *Collegio* were all reconfirmed. The Urbino Community took the place of the Dukes and the *Studio Pubblico* resumed its activities on an even grander scale than before, with chairs of Mathematics, Physics, Logic, Metaphysics and Theology being added to those of Law.

Finally, in 1671, Pope Clement X issued a bull founding “Una Universitas Studij Generalis”, the University of Urbino, which promptly broke away from the *Collegio dei Dottori*, drafted its own constitution and pursued its own course. Pope Clement X’s successor, Clement XI, a descendant of the Albani family of Urbino, enlarged the University, gave it fresh impetus, broadened the curriculum and opened a new library in the Monastery of Saint Francis “for the Franciscans, citizens and students”. This collection is the nucleus of the present-day University library.

If the early history of Urbino University is closely linked to the Montefeltro and della Rovere families, it owes its later recognition and enlargement to various popes as well as to the enterprise of the Albani - a family who provided Italy with a number of popes committed to ensuring the continuing prosperity first of the *Collegio dei Dottori* and later of the *Studio Pubblico* and the University. In a brief of 1721, Pope Innocent XIII finally reconfirmed all the rights granted over the years to what was to become the University of Urbino. Italian unity in 1860 marked the start of a new period. A Royal Charter of 1862 declared Urbino an Independent University and instructed the provincial administration to provide it with a charter and an annual grant. The Law Faculty and a certain number of two-year courses held at the Faculty of Physics and Mathematics were ratified, as well as courses at what was to become the Pharmacy Faculty.

In the 1920's, "Urbino University gained recognition as an Independent University" with a charter which made state aid possible though not mandatory. So the University had to continue to make do with student enrolment fees, the contribution from the provincial administration and income from its own estates. Once fully recognised as an Independent University, student numbers gradually increased as more faculties were opened.

During the 1960's and 1970's the University succeeded in buying up quite a number of derelict palaces in the old centre which have since been restored and used as faculty and department buildings. This was also the period that the architect Giancarlo De Carlo designed and built the University Halls of Residence which can accommodate 1500 students.

Today the University of Urbino is a State University. It numbers 8 Departments, 17 schools and about 15,000 students. Its departments are housed in buildings of outstanding architectural interest, and it offers students and scholars a wide range of courses and research opportunities. Urbino provides the ideal setting for a university: the ancient city centre is on a human scale; everything is still within walking distance and there are numerous opportunities for meeting local people, teachers and students.

# University Departments & Schools

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*Catalog of courses: [www.uniurb.it/syllabi](http://www.uniurb.it/syllabi)*

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## ***Department of Economics, Society & Politics (DESP)***

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### ***School of Economics***

*Three-year first-level degree programs:*

- *Business Administration*

*Two-year second-level specialized degree programs:*

- *Business Management*
- *Marketing and Business Communication*

### ***School of Political Science***

*Three-year first-level degree program:*

- *Political Science, Economics and Government*

*Two-year second-level specialized degree program:*

- *Government and political communication*

### ***School of Sociology***

*Three-year first-level degree programs:*

- *Sociology and Social Services - also E-Learning*

*Two-year second-level specialized degree programs:*

- *Management of Politics, Social services and intercultural Mediation- also E-Learning*



## ***Department of Humanities (DIPSUM)***

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### ***School of Education***

Three-year first-level degree programs:

- Educational Sciences
- Psychology – Sciences and Techniques

*Five-year program leading to a second-level specialized degree:*

- Education Sciences for Nursery and Primary School

Two-year second-level specialized degree programs:

- Clinical Psychology
- Pedagogy and Education Planning



# ***Department of International Studies, History, Languages, Cultures (DISTI)***

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## ***School of Foreign Languages and Literatures***

*Three-year first-level degree program:*

- Foreign Languages and Cultures (3 curricula: Western Languages and Cultures, Eastern Languages and Cultures, Language and Economic Studies for Business)

*Two-year second-level specialized degree program:*

- Languages for Didactics, Publishing and Business





# ***Department of Communication and Human Studies (DISCUM)***

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## ***School of Humanities & Cultural Heritage***

*Three-year first-level degree programs:*

- Humanities, Cultural Heritage Studies and Philosophy

*Two-year second-level specialized degree programs:*

- Classical and Modern Languages and Literatures
- Art History

## ***School of Communication Studies***

*Three-year first-level degree programs:*

- Information, Media & Advertising

*Two-year second-level specialized degree programs:*

- Communication & Advertising for Organizations



## *Law (DIGIUR)*

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### *School of Law*

*Three-year first-level degree programs:*

- Law degree for labour Consultancy and safety at work

*Five-year program leading to a second-level specialized degree:*

- Law

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## ***Department of Biomolecular Sciences (DISBI)***

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### ***School of Pharmacy***

*Five-year program leading to a second-level specialized degree:*

- Pharmacy
- Pharmaceutical Chemistry and Technology

### ***School of Biomedical Science***

*Three-year first-level degree programs:*

- Nutritional Sciences

*Two-year second-level specialized degree programs:*

- Molecular, health and nutritional biology

### ***School of Biotechnologies***

*Three-year first-level degree program:*

- Biotechnologies

### ***School of Physical Education and Health***

*Three-year first-level degree program:*

- Sport, health and physical exercise

*Two-year second-level specialized degree programs:*

- Physical Education for health and prevention
  - Sport Science
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# ***Department of Earth, Life Sciences & Environment (DiSTeVA)***

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## ***School of Biology***

*Three-year first-level degree programs:*

- Biological Sciences

## ***School of Geological and Environmental Sciences***

*Three-year first-level degree programs:*

- Geological Sciences and Land Management

*Two-year second-level specialized degree programs:*

- Geological and Environmental Science and technology



# ***Department of Basic Sciences and Foundations (DISBEF)***

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## ***School of Science and Information Technologies***

*Three-year first-level degree programs:*

- Applied Computer Science - also E-Learning in English

## ***School of Conservation & Restauration***

*Five-year program leading to a second-level specialized degree:*

- Conservation and Restoration of Cultural Heritage

## ***School of Philosophy of Knowledge***

*Two-year second-level specialized degree programs:*

- Philosophy of Knowledge, Morals and Communication



*At the University of Urbino the official language of teaching is Italian.*

- *The Degree Course in Applied Computer Science (e-learning) is offered in English*

*Several individual courses are taught in English at either bachelor (BA) or master (MA) level. The courses are open to Italian and international students. A detailed list of courses will be available in September.*

## ENROLLMENT FOR EU CITIZENS & RESIDENT ALIENS

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EU citizens and non-EU citizens with an Italian residence permit, who have at least 12 years of education, can enrol directly, with no restrictions. They must provide the original copy of their secondary school diploma bearing authenticated signatures and a Declaration of Value of the above-mentioned diploma issued by their local Italian representatives - Italian Embassy or Consulate.

## ENROLLMENT FOR NON-EU CITIZENS

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Non-EU citizens without an Italian residence permit must submit their pre-enrolment application to their local Italian diplomatic representative in order to be included in the lists reserved every year for foreign students. Please stay in touch with your local Italian diplomatic representative for information regarding the registration deadline because it changes every year.

For further information:

Segreteria stranieri ed esami di stato, via Valerio 9, 61029 Urbino Tel. +39 0722 304637 e-mail: [simona.renga@uniurb.it](mailto:simona.renga@uniurb.it)

## SUMMER COURSE OF ITALIAN LANGUAGE AND CULTURE FOR FOREIGN STUDENTS

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Every year in August, the University of Urbino organizes Italian language and culture courses for foreigners. They last for four weeks and cater for all levels from complete beginners to advanced students. The courses, which are taught by Italian mother-tongue teachers, adopt a modern approach to language teaching (including language laboratory sessions) and provide an introduction (through conferences, seminars, film shows and excursions) both to the Italian Renaissance - with particular reference to Urbino - and to Italian culture and civilization in the twentieth century.

For further information: <http://www.uniurb.it/italiano-L2>



## URBINO E.R.S.U. - DEPARTMENTS AND SERVICES

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The E.R.S.U. in Urbino is the regional authority for university studies. In other words, it is responsible for everything relating to the “right to study”, enjoyed by Italian and foreign students enrolled at the University. It issues study cheques to Italian students, runs the Halls of Residence and University Canteens, arranges health care and organizes special rates for students using local public transport. It also sponsors student cultural ventures, awards grants to Italian students and provides facilities which may be of use to all students, including publishing services and access to magazine, video and multimedia libraries.

Uffici Amministrativi (Administrative Offices), 43 Via Veneto. Tel. + 39 0722 35191 – <http://www.ersurb.it>

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## ACCOMMODATION

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The Halls of Residence are situated outside the walls, about 1km from the city centre and University. (It is about a fifteen-minute walk). Otherwise there is a bus service to and from the Halls of Residence as well as a pay car-park just by the city walls.

<http://www.uniurb.it/Uni/Collegi.html>

The Collegio Internazionale is located in Piazza San Filippo 2, right in the city centre, just minutes away from the University, the Ducal Palace and Piazza della Repubblica, a favourite gathering spot for students and town residents alike. Completely renovated, The Collegio Internazionale, was officially opened in October 2010 and now offers accommodation to professors, students, visiting lecturers, and participants attending international seminars and conferences.

The Collegio has a total of 93 beds in double and single fully furnished rooms with air conditioning, TV and high-speed Internet access. There is easy access entrance for disabled guests, a lift, and a well equipped conference room. Paintings by students of the Academy of Fine Arts are on display throughout the building. The Collegio Internazionale offers short-stay accommodation for visiting lecturers from all over the world. Based on availability, short term accommodation - not more than one month - is also offered to students enrolled at the University of Urbino, I.S.I.A., the Academy of Fine Arts, and the Music Conservatory in Pesaro, professors, assistants and University guests from various Faculties and University Departments, as well as students enrolled in Master level courses, seminars, and courses organized by the University. Participants attending scientific conferences or seminars are also welcome. The Collegio may also be available for use by other organizations or institutions.

<http://www.collegiointernazionaleurbino.it/>

## BOARD

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There are two University Canteens which serve hot meals at lunch and dinner. One is in the old city centre; the other is near the Halls of Residence. In order to make use of the Canteens and the other E.R.S.U. facilities, students need to be issued with an electronic swipe card from the Ufficio Diritto allo Studio (Right to Study Office), 43 Via Veneto.

## TRANSPORT

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There is a special student service connecting the Halls of Residence, the Departments at Località Crocicchia and the old city centre. The monthly season ticket, which is valid for all the other local bus lines in Urbino can be obtained from the E.R.S.U.

## HEALTH INSURANCE

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For European Citizens the European Health Insurance Card covers all emergency requests for a period of 3 months. If students stay longer than 3 months they should take with them the E106 form or get information from their National Health Service. Non EU citizens must be covered by a private insurance.

# INFORMATION FOR ERASMUS STUDENTS

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Before leaving your country you should obtain the following to bring with you:

- ✓ a passport (and necessary visa if you come from a country outside E.U.) or any other identity document
- ✓ 4 passport photographs for student registration card and other purposes
- ✓ the European Health card or a private health insurance if you come from a country outside E.U.
- ✓ a certificate of enrollment at your home University
- ✓ a certificate stating that you are an Erasmus or exchange student
- ✓ car insurance and driving license if bringing a car

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You should also check that

- ✓ you have enough money. You will need some cash in EURO when you arrive, for immediate expenses. Travellers cheques can be cashed at airports, bureau de change and banks, but a 24-hour service is not necessarily available. Erasmus students are advised to enquire from their own bank in their home country about arrangements for currency transfer before they leave for Urbino.
- ✓ you have arranged accommodation for your period of stay in Urbino (this is very important)
- ✓ you have informed the ERASMUS & INTERNATIONAL office in Urbino the exact date of your arrival
- ✓ you have enrolled for the introductory programme and Intensive language course. The language course is free of charge for Erasmus students
- ✓ you have sent the pre-arrival form to the ERASMUS & INTERNATIONAL office in Urbino.

## HOW TO REACH URBINO

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By train:

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The complete train schedule is available at: <http://www.ferroviedellostato.it>  
Once you arrive at PESARO railway station you should take the bus to Urbino (the bus stop is immediately in front of the station). Urbino is connected by bus services. On Sundays and Public holidays bus services are reduced.

The complete bus schedule is available at the following web address:

<http://www.adriabus.eu>



## By plane:

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The nearest airports are: Ancona (85 km), Rimini (70 km) and Bologna (150 km). From these destinations you must always take the train to PESARO.

## From Rome:

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([http://www.amibus.it/viewdoc.asp?CO\\_ID=4299](http://www.amibus.it/viewdoc.asp?CO_ID=4299))



**LINEA ROMA>URBINO>PESARO**

Orario			Fermate
feriali	feriali	domenica	
07.30	16.00	18.00	<b>Roma</b> (Stazione Tiburtina)
10.40	19.10	21.10	<b>Pontericcioli</b> (Bivio Contessa)
10.50	19.20	21.20	<b>Cantiano</b> (via Flaminia)
11.00	19.30	21.30	<b>Cagli</b> (Autostazione)
11.15	19.45	21.45	<b>Acqualagna</b> (via Flaminia)
11.45 (1) (2)	20.15	22.15	<b>Urbino</b> (Borgo Mercatale)
-	20.00	22.00	<b>Fossombrone</b> (Autostazione)
-	20.30	22.30	<b>Fano</b>
-	20.50	22.50	<b>Pesaro</b> (Stazione FS)

(1) Coincidenza per Pesaro ore 12.00 linea 46

(2) Coincidenza per Fano e Fossombrone ore 12.10 linea 25

There is a bus service which departs directly from Rome - Tiburtina Railway Station at:

7.30 – Arrival Urbino 12.00. Cost 38 euros (Mon. – Sat.)

16.00 – Arrival Urbino 20.15 Cost 38 euros. (Mon.-Sat.)

18.00 – Arrival Urbino 22.15 Cost 38 euros (Sunday)

## WHAT TO DO WHEN YOU ARRIVE IN URBINO

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Students who have reserved a room at the halls of residence and have received a confirmation letter from our office can go directly to the reception of Collegio Tridente. The next day they can contact the ERASMUS & INTERNATIONAL RELATIONS OFFICE to complete enrolment procedures.

Our Office is located in Via Saffi 2 - Telephone 0722 305227 - 305327/8/9 – fax 0722 304409

Office hours: Monday to Friday - 9.00 - 13.00

## ACCOMMODATION

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In most cases the University is able to guarantee accommodation at the Halls of Residence for all Erasmus and Exchange students, as long as the forms are returned by the deadline dates. In case the number of incoming students exceeds the number of rooms available these will be assigned on the first come first served basis.

The rooms can only be booked for the Academic year or semester period, which means that accommodation cannot be booked for periods outside our semester dates. Students coming for only one semester **must leave their room by semester** termination date.

**Accommodation for Erasmus students can only be booked through the International Office using the "Accommodation Form" included in the pre-arrival form.**

**The deadline for 1st semester is July 31 and for 2nd semester is October 31.**

**For students coming for a semester period an amount of Euro 500 must be anticipated for university accommodation, Euro 400 will be considered rent and deducted from the last months rent and Euro 100 for deposit in the case of damage.**

**For students coming for a year the amount of Euro 750 must be anticipated for university accommodation, Euro 650 will be considered rent and deducted from the last months rent and Euro 100 for deposit in the case of damage.**

**Half months rent is paid if you arrive after the 15 of the month.**

**Payment must be paid by bank draft to:**

**ERSU di Urbino**

**Via Veneto 43 - Urbino**

**Banca delle Marche**

**IBAN IT11G0605568700000000013617**

**CODICE BIC BAMAIT 3 A**

**Bank transfer description : versamento alloggio per lo studente \_\_\_\_\_  
(name & surname) (deposit for accommodation for the student \_\_\_\_\_ name  
& surname)**

**Please forward a copy of the remittance (bank transfer receipt) to:  
collegi@ersurb.it**

**Your accommodation will be confirmed on receipt of the accommodation form and copy of bank draft.**

If you prefer to find your own private accommodation, the University residence can provide temporary accommodation for maximum period of 7 days at:

### **Collegio del Colle , Single room accommodation**

Bookings from 1-3 nights Euro 18 per night per person

Bookings from 4-6 nights Euro 15 per night per person

Booking for 7 nights Euro 13 per night per person

For bookings contact:

- Collegio del Colle , Via Cappuccini e.mail collegiocolle@ersurb.it

### **Collegio Internazionale**

- Single Room Euro 25 per night per person
- Double Room (sharing) Euro 18 per night per person

For bookings contact;

- Collegio Internazionale Piazza San Filippo email [collegiointernazionale@ersurb.it](mailto:collegiointernazionale@ersurb.it) , [foresteriauniversitaria@ersurb.it](mailto:foresteriauniversitaria@ersurb.it)

The cost for accommodation at the Halls of Residence for the academic year 2013/14 was 240 EURO per month. The cost of accommodation is subject to change every year depending on the E.R.S.U regulations. E.R.S.U., a Regional Agency not directly connected to the University, is responsible for board and lodging. It manages the University restaurants (mense) and halls of residence for Italian and foreign students.

Accepting to stay at the Halls of residence and with respect to its regulations, students are obliged to pay for the period booked on the accommodation form (this also includes the Christmas and Easter closures). Rent is paid on a monthly basis.

Rooms are fully furnished with a wardrobe, a desk and a small armchair, bookshelves, a chest of drawers, stool, blankets, pillow, bed and mattress.

**ERSU does not supply sheets, pillow covers and towels.**

### **Use of rooms**

Rooms may be used only as private living accommodation and for purposes of study

### **Visitors**

No person may occupy or share the occupation or live in any room or premises unless specifically authorized by E.R.S.U.

No student may have extra people living in their rooms, nor may they sub-let.

Students are responsible for the behavior of their guests or visitors. E.R.S.U. staff are empowered to fine up to € 100 for unauthorized guests

### **Parties in Halls of Residence**

Written permission must be obtained from E.R.S.U.

E.R.S.U. staff are empowered to fine up to € 50 for unauthorized parties

### **Pets**

No pets or any other animals may be kept in any University residential accommodation. E.R.S.U. staff are empowered to fine up to € 100 for unauthorized pets

### **Wiring**

Electrical appliances may be operated only from the fixed power points provided. Students may not install any additional electrical wiring, computer cabling or telephones. No additional space heating appliance may be used.

### **Door locks**

No door lock may be changed or added. If students lose their keys E.R.S.U. staff are empowered to fine up to € 50.

### **Damage**

A student shall immediately report to the Resident Tutor responsible for the area any damage to or loss of property, fixture, fittings or furnishings. Where such damage is attributable to the responsibility of a student he/she shall repay to E.R.S.U. the cost or a proportion of the cost of renewing or replacing the same.

Where damage cannot be attributed to an individual student E.R.S.U. may hold responsible the group of students living in the area in which the damage or loss has occurred.

### **Discipline in the halls of residence**

The following types of misdemeanour will require disciplinary action:

- Anti-social behaviour such as drunkenness; disorderly conduct; unnecessary noise; selfish use of noise-emitting equipment including radios, music centres, CD players, televisions, computers, musical instruments; playing games in close proximity to residences; disregard of such hours of silence and visiting hours as may be laid down in the handbook for the relevant Hall of Residence, and any behaviour causing a nuisance, inconvenience, or annoyance to other residents.
- Non-compliance with any of the University Accommodation Regulations.

E.R.S.U. staff are empowered to fine up to € 100 for anti-social conduct or for non-compliance with the E.R.S.U. Regulations.

**The penalty for non-payment of rent or fines shall be exclusion from University accommodation.**

**The Halls of Residence will close for approximately 2 weeks for Christmas holidays and for 1 week during the Easter period. The Christmas and Easter month must be paid for the full month. During these periods we suggest that the students return home, plan a journey or book at a local pension.**

The Halls of residence are available from **September 12**, those students who arrive before this date will have to provide to their own accommodation.

The Halls of residence are outside the historic centre of Urbino, about 1 km. from the centre and the University (a 15 minutes walk). There is a bus service and car park near the city. The halls of residence offer several laundry facilities.

If students prefer private accommodation they should contact one of the following Agencies:

- Arte casa, Via Bramante, 12 (tel. 0722 - 320027);
- Ateneo, Via Budassi, 50 (tel. 0722 - 329136); [lamercan@libero.it](mailto:lamercan@libero.it)
- Cangini Augusto, Via Raffaello, 22/a (tel. 0722 - 328808); [t8481@fiaip.it](mailto:t8481@fiaip.it)
- Eurocasa, Via Mazzini, 37 (tel. 0722 - 339179); [info@eurocasaonline.it](mailto:info@eurocasaonline.it)
- Feltresca, Via V. Veneto, 10 (tel. 0722 - 2226); [www.Urbinocasa.it](http://www.Urbinocasa.it)
- Il Duca, Via Mazzini, 86 (tel. 0722 - 322674);
- Keep Casa, Via C. Battisti, 39 (tel. 0722 - 329879);
- Multigest, Corso Garibaldi, 48 (tel. 0722 - 2699); [multigest\\_kb@libero.it](mailto:multigest_kb@libero.it)
- Paradiso, Via Postavecchia, 29 (tel. 0722 - 320036);
- RO.SA, Via Giro dei Debitori, 24 (tel. 0722 - 2847);
- S.G.I., Via Valerio, 1 (tel. 0722 - 350000); [societagestioniimm@virgilio.it](mailto:societagestioniimm@virgilio.it)
- Turistica Tortorina, Via Tortorina (tel. 0722 - 327715); [info@hotel-tortorina.it](mailto:info@hotel-tortorina.it)
- Urbino House, Via Puccinotti, 21 (tel. 0722 - 2954)
- Urbino Living, Via Raffaello 20 (tel. 0722 378480) [info@urbinoliving.com](mailto:info@urbinoliving.com)  
[www.urbinoliving.com](http://www.urbinoliving.com)



In private accommodation price may vary from 150 to 400 euro per month (gas, water and electricity cost are usually non included).

## BOARD

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Erasmus and Exchange students can have their meals at the student's restaurant (mensa).

The approximate cost of a complete meal is EURO 4.00 (drinks not included).

## REGISTRATION

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You must send your pre-arrival form to the ERASMUS & INTERNATIONAL RELATIONS OFFICE - Università degli Studi di Urbino "Carlo Bo" **within the deadline indicated in the form.**

Don't forget to bring with you 4 passport size photographs.

On your arrival in Urbino you must complete the procedures of enrolment at the Erasmus International Relations Office, after which you shall be given a certificate stating that you are regularly registered. This certificate is to be given to the Accommodation Office of E.R.S.U. (Via Veneto, 43). For students arriving for the Intensive Language Course registration will take place on Monday September 15 from 9 am – 12 am at the International Office in Via Saffi, 1.

Documents to bring for registration:

- ID card or passport;
- 2 passport size photos;
- 1 Marca da Bollo (duty stamp) Euro 16 (obtainable at any "tabacchi store" in Italy)

## INTRODUCTORY PROGRAMME & ITALIAN LANGUAGE COURSES

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All exchange students are required a B1 level of Italian. An introductory programme and an intensive Italian language course are programmed before the beginning of regular courses at B2 and C1 levels. For the academic year 2014/2015 the course will start **on September 15 and will end on October 3** (4 hours daily from Monday to Friday). The attendance to this course is important and necessary not only to obtain a better knowledge of the Italian language but also to acquaint you to the Italian University system. Latecomers will not be accepted to the Intensive language course.

During the academic year another Italian language course (less intensive) is programmed.

Academic Year 2014/2015

**Intensive course: 15 Sept. - 3 Oct. 2014**

Day of arrival for Erasmus students: from 12 Sept. 2014

Director:

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Prof. J. M. Ivo Klaver, Institutional Erasmus Academic Coordinator,  
[jmi.klaver@uniurb.it](mailto:jmi.klaver@uniurb.it)

### **Courses**

B 2 level

C 1 level

### **Programme:**

Italian Language knowledge

Introduction to the University structures on campus

### **Dates:**

Monday, 15 September 2014 from 9 am – 12.am – Registration at the International Office

Monday, 15 September 2014, at 3 p.m. – Admission Test to decide the level of each student. All students enrolled at the Italian Language course must take the test. Latecomers will not be accepted

The admission test will be held at the following address:  
Area didattica.scientifica “Paolo Volponi” , Via Saffi 15

### **Classes Timetable**

Tuesday, 16 Sept. 2014, at 9 a.m. – Assignment of classes

Istituto di Lingue, Piazza Rinascimento 7

Immediately after the classes have been formed, lessons will begin at the University Linguistic Centre (CLA), Via Budassi 28, at the Istituto di Lingue, Piazza Rinascimento 7 and at Palazzo Albani, via Bramante.

### **Weekly time-table:**

from Monday to Friday: Morning: 9.00 – 10.30, 11.00 – 12.10

Linguistic laboratory

Every day, 12.15-13, Laboratorio linguistico - Centro Linguistico d’Ateneo (CLA), Via Budassi 28

### **Final Exam**

Friday, 3 October 2014, at 9.00 a.m.

Last day of the course: Friday, 3 October 2014

For the Erasmus and Exchange students the course is free of charge.

## **WHEN TO ARRIVE**

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The halls of residence open on September 12. If you arrive before that date, you should reserve a room at a hotel or pensione. **University courses begin on October 6**, so if you are not going to attend the introductory programme & Italian Language course we suggest you arrive at the beginning of October.

## WHAT COURSES TO FOLLOW

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Before leaving your University you should plan your study programme together with the academic co-ordinator at your home institution. Send your learning agreement before your departure to the International Office. Your learning agreement will be controlled by the Department Secretariat and then returned to you by e-mail

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## EXAMINATIONS

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Students must collect their exam booklet from “Segreteria Studenti” a few days before exams. They can register for exams two weeks before the exam. The registration procedure usually closes 48 hours before the exam’s date. Students should consult the Department website for all necessary information. Please note that exams can be taken only in the period indicated in the following Academic Calendar:

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### Academic Calendar A.A. 2014 – 2015

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Introductory course for Erasmus students: 15 Sept. – 3 Oct. 2014  
I semester - courses: 6 Oct. 2014 – 10 Jan. 2015  
I semester - exams: 12 Jan. – 14 Febr. 2015  
Christmas Vacation: 20 Dec. 2014 – 6 Jan. 2015  
II semester - courses: 16 Febr. – 22 May 2015  
II semester - exams: 25 May – 27 June 2015  
Easter Vacation: 3 – 12 April 2015

## TRANSCRIPTS

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In order to receive the transcript, at the end of your Erasmus period in Urbino, you need the following documents:  
Nulla osta from the University Library (this document states that you have returned the books borrowed from the library).  
Nulla osta from the Accommodation Office (this documents states that you paid for your accommodation).

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**For further information:**

Ufficio Relazioni Internazionali

Via Saffi 2, 61029 Urbino, Italy

Tel. 0722 305227 - 305327 – 305328 – 305329 - 305278

Fax +39 0722 304409

e-mail: studerasmus@uniurb.it

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## PARTICIPATION

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Through its Office for Youth Policy, Urbino Town Council coordinates numerous services and activities for young people:

- Informagiovani Information service for young people (Via Vittorio Veneto, 41 - tel. 0722-350354 - infogiovani@comune.urbino.ps.it): careers and study advice, for free time, with files, competition announcements and publications, etc. Open to the public since 1996, since 2001 it has also had a Eurodesk information point, providing news on the opportunities that the EU offers young people: intercultural exchanges, European Voluntary Service, Leonardo Project, internships and study abroad.

urbino.ps.it): careers and study advice, for free time, with files, competition announcements and publications, etc. Open to the public since 1996, since 2001 it has also had a Eurodesk information point, providing news on the opportunities that the EU offers young people: intercultural exchanges, European Voluntary Service, Leonardo Project, internships and study abroad.

- Environmental Education Centre (at “Casa delle Vigne” - Via Fratelli Rosselli, 1 - tel. 0722-350301 - cea@comune.urbino.ps.it): working since 1996 with documentation, training and information about the environment, organising numerous events, seminars, guided excursions and creative/educational workshops open to all.

- Golem – Youth Centre (Via Pozzo Nuovo, 23 - tel. 0722 350353 - golem@comune.urbino.ps.it ) a space for young people’s activities and events; a meeting place in which to talk, meet other young people, have fun, organise artistic and educational events, watch films, listen to and make music, read books and magazines, etc.

Urbino Town Council also provides up-to-date information about the calendar of cultural, sporting and various events to be held in and around the town. Info: [www.urbinoculturaturismo.it](http://www.urbinoculturaturismo.it) (Events menu).

To incentivise cultural activities promoted by the student associations, ERSU offers funds that are awarded through annual competition. It also has a games library, video library and in collaboration with the local Council, the Golem youth centre.

The Aquilone hall of residence has a periodicals library and a book lending service making available to students all of the text books from the different faculties as well as other books

Info: 0722 302581, serviziolibrario@ersurb.it

The Collegio Tridente hall also hosts an active web radio station known as Urbino Radio Campus

(URCA). Info 0722 302645, [www.radio-campus.it](http://www.radio-campus.it)



To promote sports, ERSU, Town Council, University, and CUS Urbino have formulated an agreement, to which numerous local associations running sports facilities adhere. These agreements offer access and discounts to sports facilities for all university students with CUS membership. Info about sports facilities in Urbino: [www.ersurb.it](http://www.ersurb.it) (Other services /Sports facilities menu).

There are various musical activities on offer in Urbino. Special agreements mean that students registered with the university can attend, free of charge, the musical courses (woodwind instruments and choir) organised by the Cappella Musicale.

Info: Cappella Musicale del SS. Sacramento - Via Valerio, 7 - tel . 0722 4120.

For more information about all of the services made available to young people by Urbino Town Council and for a list of young people's associations: [www.comune.urbino.ps.it/GiovaniDefault.aspx](http://www.comune.urbino.ps.it/GiovaniDefault.aspx)

For the opportunities made available by ERSU: [www.ersurb.it](http://www.ersurb.it) (Other Services menu/ Cultural and Recreational activities).

## SPECIAL OFFERS

Students with an ERSU card are offered discounted prices for sending parcels and express mail from the post offices of Urbino centre (Via Bramante, 28) and Pesaro, branch n° 2 (Viale Trieste, 170). Info: tel 0722 377917.

The university also has a series of agreements in place with R.ETE. Italian businesses, an interfederation association between the Confcommercio, Confesercenti, CNA and Confartigianato trade agencies.

These agreements mean that students presenting their registration booklet or ERSU card, will be able to enjoy discounts and preferential conditions at a whole series of businesses such as stores, craftsmen, tourist facilities and services.

The businesses taking part in this initiative can be seen by the special sticker on display.

A full list of agreements in place can also be found at :

[www.uniurb.it/guidaaiservizi](http://www.uniurb.it/guidaaiservizi)

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## List of Departmental Coordinators

<b>Economics</b>	Giorgio Calcagnini
<b>Education</b>	Rowena Coles
<b>Foreign Languages</b>	William Riviere
<b>Humanities and Philosophy</b>	Antonio Corsaro
<b>Law</b>	Luciano Angelini
<b>Pharmacy</b>	Walter Balduini
<b>Physical Education and Health</b>	Riccardo Izzo
<b>Political Science</b>	Francesca Declich
<b>Science &amp; Technology</b>	Rodolfo Coccioni
<b>Sociology</b>	Fatima Farina



## ***PRE ARRIVAL FORM FOR EXCHANGE STUDENTS 2014-2015***

☐ **LLP/ERASMUS STUDENT**

☐ **INTERNATIONAL EXCHANGE STUDENT**

☐ **I S E P**

### **DEADLINES FOR APPLICATION /SCADENZA DEI TERMINI**

July 31 1<sup>st</sup> semester / full year

October 31 2<sup>nd</sup> semester

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**IMPORTANT:** FORMS WILL NOT BE ACCEPTED WITHOUT THE OFFICIAL STAMP OF YOUR UNIVERSITY AND YOUR CO-ORDINATOR'S SIGNATURE/ LE DOMANDE NON SARANNO PRESE IN CONSIDERAZIONE SE PRIVE DEL TIMBRO DELL'UNIVERSITA' E DELLA FIRMA DEL COORDINATORE

PLEASE PRINT IN BLOCK LETTERS/DA COMPILARE IN STAMPATELLO

### **APPLICANT**

Family name/Cognome \_\_\_\_\_

Fornames/Nome \_\_\_\_\_

Date of birth/Data di nascita \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_

Citizenship/Nazionalità \_\_\_\_\_ Sex/Sesso ☐ **M** ☐ **F**

Home address/Indirizzo

Street \_\_\_\_\_ N. \_\_\_\_\_

Town \_\_\_\_\_ Post code \_\_\_\_\_

Country \_\_\_\_\_

Tel. +\_\_\_\_\_ Mobile +\_\_\_\_\_

e-mail \_\_\_\_\_@\_\_\_\_\_

### **STUDY PERIOD/DURATA DEL SOGGIORNO**

☐ Full academic year -Anno accademico

☐ First semester - Primo semestre

☐ Second semester - Secondo semestre

(October – Mid February)

(Mid February – June)



## STUDIES AT HOME UNIVERSITY

Home University/Università di provenienza \_\_\_\_\_

Faculty/Facoltà \_\_\_\_\_ Year of study/anno di studio \_\_\_\_\_

### STUDIES AT URBINO UNIVERSITY

Urbino University is divided into 3 study areas, students must register for Courses within their study area

Indicate your study area by putting an X in the spare box

1	<i>Pharmacy, Sports Science, Science and Technology</i>	
2	<i>Economics, Law, Sociology, Political Science</i>	
3	<i>Humanities, Languages, Education, Psychology</i>	

Exam period    1<sup>st</sup>. semester exams   mid January to mid February  
                         2 semester exams   end May to the 1<sup>st</sup> week in July

**IMPORTANT** EXAMS CANNOT BE GIVEN OUTSIDE THIS PERIOD

Disabilities: -

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I certify that all information is correct and complete/Dichiaro che le informazioni sono veritiere e complete

Date/Data \_\_\_\_\_

Signature/Firma \_\_\_\_\_

Confirmation of the statement referenced by home Institution/Attestazione dell'Università di provenienza

Date/Data \_\_\_\_\_

Signature/Firma \_\_\_\_\_

Stamp/Timbro





*ITALIAN LANGUAGE COURSES / CORSI DI LINGUA ITALIANA*

PARTICIPATION FORM /MODULI DI PARTICIPAZIONE

PLEASE PRINT IN BLOCK LETTERS/DA COMPILARE IN STAMPATELLO

APPLICANT

Family name/Cognome \_\_\_\_\_

Fornames/Nome \_\_\_\_\_

Date of birth/Data di nascita \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_

Citizenship/Nazionalità \_\_\_\_\_ Sex/Sesso ☐ M ☐ F

E-mail \_\_\_\_\_@\_\_\_\_\_

Home University/Università di provenienza \_\_\_\_\_

*Students should have a B1 level of the Italian Language/  
E' richiesta la conoscenza della lingua italiana a Livello B1*

I wish to apply for the following/ Chiedo di iscrivermi ai seguenti corsi

ITALIAN LANGUAGE COURSES/CORSI DI LINGUA ITALIANA

- ☐ Intensive Italian Language Course level B2 (two weeks from Sept.....)
- ☐ Intensive Italian Language Course level C1 (two weeks from Sept.....)
- ☐ Annual Italian Language Course level B2( October - May)
- ☐ Annual Italian Language Course level C1( October - May)
- ☐ 1<sup>st</sup> Semester Italian Language Course level B2 (October - February)
- ☐ 1<sup>st</sup> Semester Italian Language Course level C1 (October - February)
- ☐ 2<sup>nd</sup> Semester Italian Language Course level B2 ( February- May)
- ☐ 2<sup>nd</sup> Semester Italian Language Course level C1 ( February- May)

No Elementary Italian Courses will be offered

I certify that all information is correct and complete/Dichiaro che le informazioni sono veritiere e complete

Date/Data \_\_\_\_\_

Signature/Firma \_\_\_\_\_

Confirmation of the statement referenced by home Institution/Attestazione dell'Università di provenienza

Date/Data \_\_\_\_\_

Signature/Firma \_\_\_\_\_



## ACCOMMODATION FORM

If you wish to book a room at the University Halls of Residence please complete the following form/  
Chiedi che ti sia riservata una camera al Collegio Universitario

☐ LLP/ERASMUS STUDENT      ☐ INTERNATIONAL EXCHANGE STUDENT      ☐ I S E P

### DEADLINES FOR APPLICATION /SCADENZA DEI TERMINI

July 31 1<sup>st</sup> semester / full year ;      October 31 2<sup>nd</sup> semester

PLEASE PRINT IN BLOCK LETTERS/DA COMPILARE IN STAMPATELLO

#### APPLICANT

Family name/Cognome \_\_\_\_\_

For names/Nome \_\_\_\_\_

Date of birth/Data di nascita \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_

Citizenship/Nazionalità \_\_\_\_\_ Sex/Sesso ☐ M ☐ F

Home address/Indirizzo

Street \_\_\_\_\_ N. \_\_\_\_\_

Town \_\_\_\_\_ Post code \_\_\_\_\_

Country \_\_\_\_\_

Tel. + \_\_\_\_\_ Mobile + \_\_\_\_\_

e-mail \_\_\_\_\_@\_\_\_\_\_

I would like to book my accommodation /Vorrei prenotare una stanza per il periodo

☐ Year/arrival date ..... ☐ First sem/arrival date ..... ☐ Second sem/ arrival date .....  
Anno data arrivo      Primo semestre data arrivo      Secondo semestre data arrivo

☐ single room (complex of a number of single rooms sharing bathrooms and kitchen)  
Camera singola (un insieme di camere singole con bagni e cucina in comune)

☐ double room (sharing a room with another student with its own bathroom and kitchenette)  
Camera doppia (camera con bagno e cucina condivisi con un altro studente)

I wish to share my room with another student from your University  
Vorrei condividere la stanza con un'altro studente della mia Università

please write the students name .....  
Nome dello studente

Special requirements (disabilities)

.....  
.....

Please be informed that the policy of our institution is to integrate visiting students with Italian students.



## ACCOMMODATION COST

ISEP students are exempt from payment.

Single and double rooms have the same cost of Euro 240 per person per month

Camere singole e doppie hanno lo stesso prezzo di Euro 240 per persona/mese

A deposit must be anticipated for university accommodation as follows:

- Euro 500 for students coming for one semester
- Euro 750 for students coming for two semesters

Per riservare la camera dovrà essere versato un acconto di euro 500 per i soggiorni di un semestre e di euro 750 per i soggiorni di due semestri.

Half month rent is due for arrivals after the 15 of the month.

Per arrivi dopo il 15 del mese dovrà essere pagato solo metà affitto

Bank Transfer to/ Bonifico bancario intestato a:

ERSU di Urbino

Via Veneto 43 – Urbino

Banca delle Marche

IBAN IT11G0605568700000000013617

CODICE BIC BAMAIT 3 A

Reason for payment: Accommodation deposit for \_\_\_\_\_ (name & surname)

(acconto per la prenotazione della camera di \_\_\_\_\_ name & surname)

Please forward a copy of the remittance (bank transfer receipt) to: [collegi@ersurb.it](mailto:collegi@ersurb.it)

Date/a .....

Student signature/firma .....

Please return all forms to the following address - Da spedire al seguente indirizzo:

Ufficio Erasmus e Relazioni Internazionali

Via Saffi,1 61029 Urbino – Italia

Tel. +39 0722 305327/8/9 Fax +39 0722 329186 e-mail [studerasmus@uniurb.it](mailto:studerasmus@uniurb.it)

### TEMPORARY ACCOMMODATION

If you prefer to find your own private accommodation, the University residence can provide temporary accommodation for maximum period of 7 days at:

Per studenti che non vogliono risiedere alla Residenza Universitaria, possono prenotare una stanza per un periodo temporaneo fino a 7 giorni presso:

**Collegio del Colle**, Single room accommodation/Collegio del Colle, camera singola

Bookings from 1-3 nights Euro 18 per night per person /pernottamento da 1-3 notti Euro 18 per notte/persona

Bookings from 4-6 nights Euro 15 per night per person /pernottamento da 4-6 notti Euro 15 per notte/persona

Booking for 7 nights Euro 13 per night per person /pernottamento per 7 notti Euro 13 per notte/persona

For bookings contact/ per pernottamenti contattare :

- Collegio del Colle, Via Cappuccini e.mail [collegiocolle@ersurb.it](mailto:collegiocolle@ersurb.it)

### Collegio Internazionale

Single Room Euro 25 per night per person/camera singola Euro 25 per notte/persona

Double Room (sharing) Euro 18 per night per person /camera doppia Euro 18 per notte/persona

For bookings contact / per pernottamenti contattare;

- Collegio Internazionale Piazza San Filippo email [collegiointernazionale@ersurb.it](mailto:collegiointernazionale@ersurb.it), [foresteriauniversitaria@ersurb.it](mailto:foresteriauniversitaria@ersurb.it)

Please state that you are an "Erasmus student"



**For free WI-Fi credentials will be given by Erasmus Office at the registration**



## LEARNING AGREEMENT FOR STUDIES

### The Student

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	2014-2015
Study cycle <sup>2</sup>		Subject area, Code <sup>3</sup>	
Phone		E-mail	

### The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code <sup>4</sup>	
Contact person <sup>5</sup> name		Contact person e-mail / phone	

### The Receiving Institution

Name	UNIVERSITA' DEGLI STUDI DI URBINO CARLO BO	Faculty	
Erasmus code (if applicable)	I URBINO 01	Department	
Address	VIA SAFFI 2 , 61029 URBINO	Country, Country code	ITALY (it)
Contact person name		Contact person e-mail / phone	

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For guidelines, please look at Annex 1, for end notes please look at Annex 2.





## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] ..... till [month/year] .....

Table A: Study programme abroad

Component <sup>6</sup> code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total: .....

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.] [www.uniurb.it/syllabi](http://www.uniurb.it/syllabi)



Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad  
NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
			Total: .....

If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

#### Language competence of the student

The level of language competence<sup>7</sup> in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

## II. RESPONSIBLE PERSONS

**Responsible person<sup>8</sup> in the sending institution:**

Name:	Function:
Phone number:	E-mail:

**Responsible person<sup>9</sup> in the receiving institution:**

Name:	Function:
Phone number:	E-mail:

## III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

**The student**

Student's signature	Date:
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**The sending institution**

Responsible person's signature	Date:
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**The receiving institution**

Responsible person's signature	Date:
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## Section to be completed DURING THE MOBILITY

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

## I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

<b>Component code (if any) at the receiving institution</b>	<b>Component title (as indicated in the course catalogue) at the receiving institution</b>	<b>Deleted component <i>[tick if applicable]</i></b>	<b>Added component <i>[tick if applicable]</i></b>	<b>Reason for change<sup>10</sup></b>	<b>Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component</b>
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total: .....

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

**II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:****New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

**New responsible person in the receiving institution:**

Name:

Function:

Phone number:

E-mail:

**III. COMMITMENT OF THE THREE PARTIES**

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

**The student**

Student's signature

Date:

**The sending institution**

Responsible person's signature

Date:

**The receiving institution**

Responsible person's signature

Date:



## Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

**After the mobility**, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

### PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS\* credits. It is recommended that for mobility periods



shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS* credits
	<i>Mobility window</i>	...	<i>Total: 30</i>

Otherwise, the group of components will be included in Table B as follows:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS* credits
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>

The sending institution must **fully recognise the number of ECTS\* credits contained in table A** if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

\* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

## RECOGNITION OUTCOMES

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming



event organised by the host institution or for language and intercultural courses.

- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution's Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution's Transcript of Record.

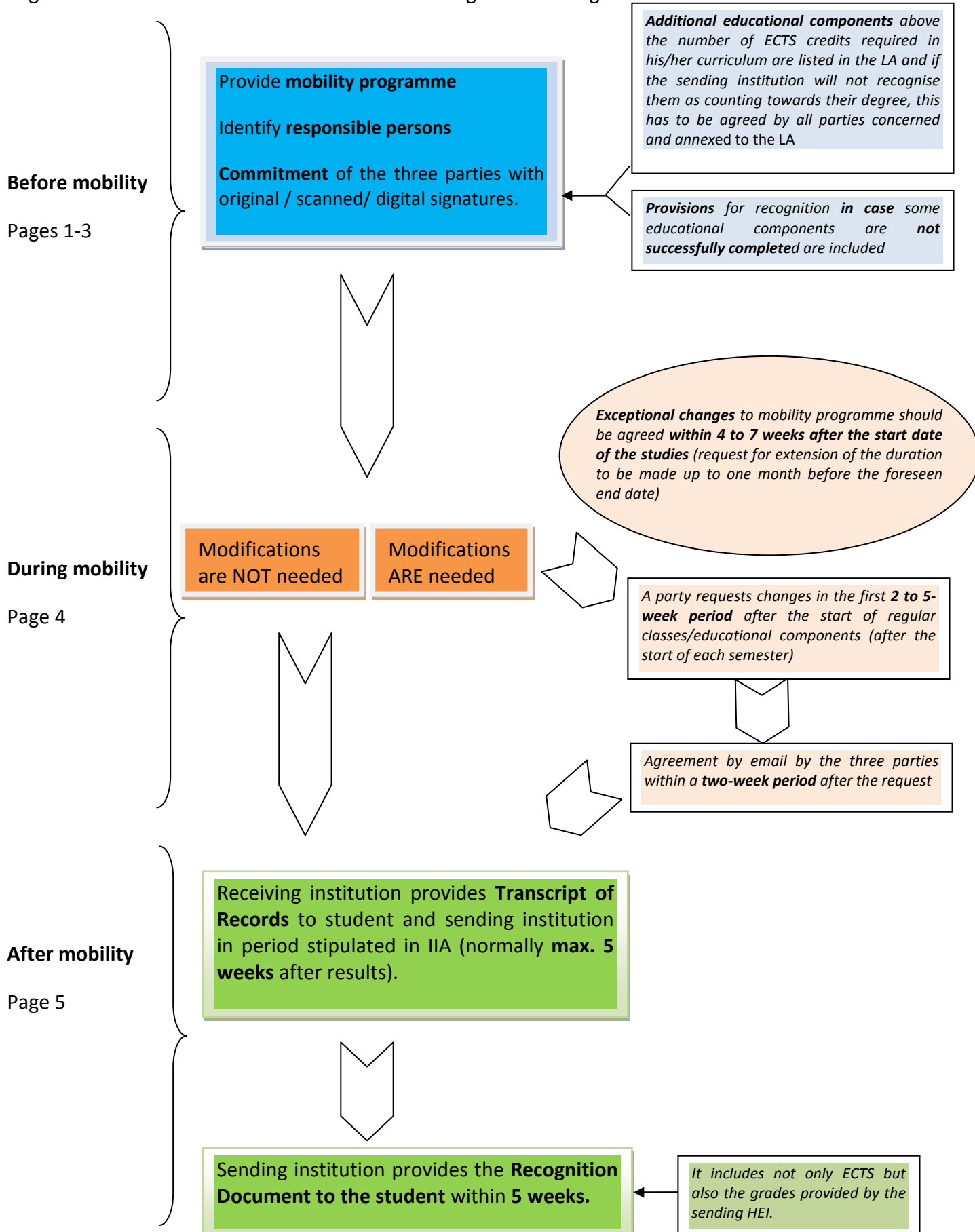
In case of mobility windows, table F may be completed as follows:

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
	<i>Mobility window</i>	<i>Total: 30</i>	<i>.....</i>

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.

## Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution





## Annex 2: End notes

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> **Contact person:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

<sup>6</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>7</sup> For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>8</sup> **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

<sup>9</sup> **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

<sup>10</sup> **Reasons for exceptional changes to study programme abroad:**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	