



ACCADEMIA  
DELLE ARTI  
E NUOVE  
TECNOLOGIE

# **GUIDELINES FOR THE EXCHANGE STUDY PROGRAM**

AANT - ACCADEMIA DELLE ARTI  
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### **INTRODUCTION**

1. These guidelines provide a general introduction to the academic recognition of a study period abroad for AANT students, including work placements and research projects for the thesis or final exam.
- 2- The Academy promises full academic recognition for educational activities carried out in the study period abroad as shown in these guidelines.
3. The Academy uses the ECTS (European Credit Transfer System). For the purposes of these guidelines, and in compliance with current law, 1 ECTS credit can be considered equivalent to 1 CFA (or 1 ECTS)

### **OBJECTIVE**

The mobility period abroad can be used exclusively for:

1. Attending academic courses with related examinations
2. Activities to prepare for thesis

### **BENEFICIARIES**

The Exchange Study Programme is for 2nd and 3rd year AANT students enrolled in Bachelor degree courses. A mobility period is not open to 1st year students of the three-year course, except for the experimental blending mobility and virtual exchange in the second semester.

### **REQUIREMENTS**

To apply for the international exchange programme the student will need to:

1. be enrolled in AANT
2. have all fees and administrative forms in order
3. have passed all exams foreseen in personal training plan by the application date deadline
4. have a weighted average mark of 27/30 at the time of application
5. have the requisite language level and/or certificate (TOEFL, IELTS or equivalent) as specified by the host-university. A rule-of-thumb minimum level would be B1.

### **MOBILITY PERIOD**

The mobility period abroad can be between 3 and 6 consecutive months as agreed between AANT and the partner institutions.

In the event of the student abroad planning to graduate at the end of the mobility period, the study abroad must end at least one month prior to the date of the AANT final exams. This will allow time for the recognition and registration of those activities completed abroad, thus ensuring the successful completion of the academic career.



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### **APPLICATION**

AANT students interested in applying for the learning mobility scheme need to choose a maximum of TWO partner institutions, shown in order of preference.

The application will need the following attachments:

- The application form correctly completed and signed;
- Mobility regulations document signed;
- The enrolment certificate and a list of AANT exams taken (available from the Education Secretary);
- Language certification ;
- Curriculum Vitae (in English or in the language of the host-institution);
- Portfolio.

All documents must be sent in pdf. format ONLY.

Paper documents or documents in any form other than pdf. will be rejected.

INCOMPLETE APPLICATIONS WILL BE REFUSED.

THE APPLICATION CANNOT BE CHANGED OR ANNULLED ONCE MADE.

After application, the student will receive an email confirming that the application has been completed correctly.

The next stage of the application process consists of:

- The International Office will carry out all the necessary checks on an application and assess eligibility
- An internal committee will then assess and rank all applications

### **APPLICATION DEADLINES**

All applications must be made online on and not before the opening date

Deadlines for applications for 1st semester (October – June). N.B. the application can only be made one year after enrolment i.e. in the second academic year:

**Opening date:** 1 February of current academic year

**Closing date:** 31 March of current academic year

Deadlines for applications for 2nd semester (February – June) N.B. the application can only be made one year after enrolment i.e. in the second academic year:

**Opening date:** 1 July of current academic year

**Closing date:** 17 September of current academic year

### **SELECTION PROCESS**

An internal committee will assess applications using the following criteria:

1. credits acquired – 0 to 4 points;
2. average of exam marks – 0 to 4 points;
3. language knowledge of country of destination – 1 point
4. presentation of an internationally recognised language certificate (PET, FIRST, IELTS) – 1 point



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N.B. The selection of first year student applications for the exchange programme for the first semester of the second year will be based on a portfolio assessment, language knowledge, and exams taken in the first semester.

### **LEARNING AGREEMENT**

Once accepted, the student will then complete the Learning Agreement, assisted by the Course Coordinator. The Learning Agreement will then be signed by the sending institution, the receiving institution, and the student. The contract will include the following information:

The educational components the student will take at the receiving institution and how these will replace the components in the student's degree. The choice of components will be based on:

- learning components not available at sending institution;
- work placements (if an integral part of course and certifiable in Transcript of Records);
- research for thesis or final exam

The number of credits attained abroad for attendance must correspond, as far as possible, to the number of credits that would be attained in the equivalent time at the sending institution (maximum number is 30 CFA).

Local credits will be converted into ECTS.

The Learning Agreement is one of a group of documents gathered before, during, and after the mobility period abroad:

1. Learning Agreement (before the mobility period): This will be approved by the Head of Programme prior to departure. In the case of studies related to research or final exam purposes, the appropriate form must be signed by the relevant Professor, Head of Programme, the student, and the receiving institution;
2. Changes made to the Learning Agreement during the mobility period must be approved and signed by the Head of Programme, the student, and the receiving institution;
3. Transcript of Records (after the mobility period) is the record certifying all educational components completed during the mobility period and provided by the receiving institution;
4. Recognition of outcomes (after the mobility period) is the record certifying the equivalence of the educational components successfully attained during the mobility period.

### **DIPLOMA SUPPLEMENT**

1. The Diploma Supplement is the internationally recognised certificate that describes all parts of the degree, including extra-curricular and study abroad, that have been earned;
2. The Diploma is issued upon graduation.

### **BEHAVIOURS AND RESPONSIBILITIES**

Upon being accepted for an Exchange Study Programme, AANT will arrange contact with the appropriate person at the receiving institution who will provide all information about the institution, the programme, and the examinations. It is the responsibility of the individual student to ensure they are in possession of all the necessary documentation required in the host-country (a valid passport, residency permit, medical insurance etc.).



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The student has the duty to behave in a manner that will cause no harm to either the host-institution or the host-country. AANT will not be held responsible for any problems that are not strictly confined to teaching or procedures.

**VISAS AND RESIDENCY DOCUMENTS**

Participants on the international exchange programme may need a visa to study abroad in the partner country. It is the responsibility of the participant to ensure that all necessary documents (such as long- or short-term visas or residency permits) are acquired well in advance of the course start date. Early application to the relevant bodies of the said documents is highly recommended as the issuing of these documents may require several weeks.

**ACADEMIC RECOGNITION OF MOBILITY PERIOD**

Upon returning from the study period abroad the student will need to deliver the following documents to the Teaching/International Office:

1. Learning Agreement – signed and stamped
2. Transcript of Records i.e. the document required for recognition of examinations taken while abroad
3. Recognition of Outcomes – the document required for recognition of any extra-curricular activities pursued and attained while abroad
4. A final presentation chronicling the experience (pdf, video, photo-album etc.)
5. Final report for students studying abroad

Rome April 30th, 2020

Director of Academic Affairs  
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