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# REGULATION FOR RECOGNITION OF ERASMUS + STUDY ABROAD PROGRAMME

Rev 02 del 10/01/2022

Copia conforme all'originale



**DUOFIN ART Srl a Socio Unico**

Società soggetta ad altrui direzione  
e coordinamento.

Ex art. 2497 bis c.c.

C.F./P. I. 03635201001 • Cap. Soc. 10400,00

Iscrizione R.I. di Roma al n. 03635201001

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**MOBILITY FOR STUDY PURPOSE (EXIT)**

These regulations aim to outline the educational activities carried out by AANT students at EU and non-EU Academies and Further Education Art Institutions with whom AANT has an official cooperative agreement and which operates a system that can be easily traced to the ECTS system. An ECTS credit will be considered equal to a CFA credit. AANT aims to fully recognise any credits from eligible institutes as an integral part of their course and recognise them as equivalent to the credits described in the AANT education system, and as agreed in the Learning Agreement and as stated in the final Transcripts of Records (15 CFU/ECTS per trimester, 30 CFU/ECTS per semester, and 60 CFU/ECTS per academic year).

**I – DUTIES OF PARTIES INVOLVED IN STUDENT MOBILITY**

The student will follow and complete the Learning Agreement. Failure to reach objectives will be exempted only in the case of *force majeure* such as illness.

**The host institution** shall commit to providing the agreed academic training and support.

**The home institute** shall commit to recognising the student in mobility's credit rating as specified in the learning agreement study plan.

**II – ESSENTIAL DOCUMENTS FOR ACADEMIC RECOGNITION OF TEACHING PROVIDED IN MOBILITY PERIOD**

**1. Learning Agreement**

The Learning Agreement is the tool used in the procedure that will recognise the educational activities provided during the mobility period. It contains the list of the AANT student's chosen courses with corresponding credits and must be signed off by the student, the home institution, and the host institution. The Learning



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Agreement must be drawn up under the supervision of the Course Coordinator and tenured Course Professor for each programme included in the agreement, and signed by all three parties prior to departure. Changes can be made during the mobility but must be communicated in good time to the Course Coordinator for approval

**2. Transcript of Records**

At the end of the period of study in the host-institution, the student will receive a Transcript of Records with results attained clearly shown.

**3. Il transcript of records or Exam/Training certificate.**

The host institution will issue transcripts or a certificate denoting the work done, signed and including results attained in each component. Henceforth these certificates will be called Transcript of Records. They will normally be issued upon completion of the courses and prior to departure. Students are required to request and obtain this certification in time to allow AANT validate it for recognition.

AANT is unable to complete the procedure of recognition of credits without this document.

**III - PROCEDURE FOR RECOGNITION OF STUDY ABROAD PERIOD FOR OUTGOING STUDENTS.**

**1. Development of Learning Agreement.**

Prior to departure the student who has been accepted on a study course abroad will have researched the courses of the host institution (consulting the website, guides and brochures available from the International Relations Office) and will then, in agreement with the exchange coordinator, draw up a detailed study plan for the Learning Agreement. This will include details of the courses/programmes the student will attend and how these will replace the courses, and their credit equivalence, of the home-institution. The credits need to



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correspond, as much as possible, to the credits that would have been attained in the home institution (60 per year, 30 for semester, 20 for a trimester).

Subject to any specific Faculty or course rule, the choice of educational options in the host-institution needs to be made with great flexibility and in line with the objectives of the courses of the home-institution rather than on the basis of a slavish adherence to course content.

**2. Approval of Learning Agreement both**

Prior to departure the learning agreement will be:

- a) Signed in duplicate by the students, the Professor, and consigned to the International Relations Office
- b) Sent in duplicate to partner institution by the International Relations Office for approval and signature of the foreign Professor. One copy will remain with the partner institution while the other signed copy will be returned to the International Relations Office and will confirm the acceptance of the proposed study plan
- c) Once approved, consigned by the International Relations Office to both the student and the person responsible for the exchange who will ensure ratification of same in the Academic Board.

**3. Changes to Learning Agreement**

Precise procedures govern any change made to the Learning Agreement during the course. Any change must be approved. The student is required to complete and sign, including only agreed changes, the appropriate section regarding proposals for modifications to the Learning Agreement. The procedure for ratification of these proposals will follow the same process that approved the initial Learning Agreement.

**4. Requirements at close of study period**

In order to start the procedure of academic recognition the student must:

- a) Provide the International Relations Office with a written attestation (also issued to host institution) which shows the length of time abroad.



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b) Provide the Professor coordinating the exchange with the certification of the educational training done abroad together with Transcript of Records and the approved Learning Agreement.

The course coordinator, once in possession of the relevant documentation, and in order to ensure recognition of the studies, will propose recognition to the Academic Board. This recognition must include the original description of the studies, the credits, and marks out of thirty. Equivalence will be established by connecting the home institution ECTS grading scale with the course from the host Faculty. In the event of the latter not having its own ECTS scale, the course coordinator will be responsible for requesting an estimate of the distribution of marks from the course of study in question. The recognition procedure must be completed within the time limit established by the Faculty Council or the Academic Board, or within a month of receiving documentation. Official recognition will then be sent to the Student Secretary to include data entry in the student's file. A copy will also be sent to the International Relations Office.

#### PROCEDURE AND LENGTH OF RECOGNITION PROCESS

The process of recognition following the delivery of Transcript of Records will be completed within 30 days. In order to ensure a fair and transparent assessment procedure, the Course Coordinator will work in consultation with the AANT Director.

#### Number of recognised credits

The number of recognised credits will be based on 1ECTS = 1CFA equivalence. T

he student will receive recognition for the same number of ECTS for the mobility period if duly recorded in the final Transcript of Records.



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The maximum number of ECT/CFA credits that can be recognised for whole academic year of mobility is 65.

Grade conversion

The conversion of grades from the host system to the AANT system (out of 30) will be calculated according to the allocation of marks table established by AANT in compliance with the Egracons System for recognition of credits.

<http://egracons.eu>.

Should the student in mobility fail one or more of the exams related to single components in the Learning Agreement, the following measures will be applied:

The student may resit the exam at the host institution in the next session (the student will not receive the mobility grant in the months following the end of the mobility period). In this case, the credit recognition process will have two phases and the *balance of the mobility grant will be awarded upon passing the said exam*.

*Credits relating to the teaching in question will be recognised. To maintain an orderly and systematic study course process, the corresponding exam may be taken in AANT in the first available session. Where the study in question is defined as similar or supplementary (i.e. optional) the management may use their discretion to allow the student to make up the course upon return to the home institution using the "window mobility" system i.e. by taking a similar supplementary course as outlined in the Educational Regulations.*

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*In every eventuality, such as the student failing to pass a single component, or anomalies with the Learning Agreement and Transcript of Records, the Director and Course Coordinator will assess each case on their merits in order to find fair solutions.*

Rome April 30th, 2020

The Director

Rossana Quarta

A handwritten signature in black ink, appearing to read 'Rossana Quarta'.