

RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD WITHIN AN INTERNATIONAL EXCHANGE PROGRAMME

ERASMUS+ MOBILITY FOR STUDY

- In order to hold the status and grant of the **Erasmus+ Study** programme, students must complete and obtain **recognition of at least one teaching activity** (without a minimum of CFU) during the mobility.
- Usually, foreign institutions let students complete up to **60 ECTS for a one-year** exchange and up to **30 ECTS for a one-semester** exchange. Students have to check with the partner institution for possible minimum amount of credits.
- Before presenting the Learning Agreement on AlmaRM it is necessary to:
 - **check the course catalogue** available at the partner institution;
 - **get in touch with their Incoming Erasmus Office** in case of restrictions;
 - attend the dedicated **winner infomeeting** organized by the International Mobility office – Law (usually in mid-late April);
 - **check the activities via email** with the dedicated Professor in charge of the exchange and with the Degree Programme Director in one single email.
- When? Students leaving for the 1° semester/full academic year must present the Learning Agreement (LA) on AlmaRM between **May-June**, in the previous academic year; students leaving for the 2° semester must present it between **October-December**. Students awarded with the study grant will receive an automatic e-mail when they will be able to present the LA on AlmaRM.
- When filling in the LA, students are advised to insert the link to the foreign institution's educational offer (where possible) in the "Note" field.
- The system used in most of the **English universities** has the total of their credits equal to twice the ECTS/CFU. Thus, 15 UK credits are equal to 7,5 CFU. Students are advised to contact the Incoming student office of the foreign institution for further information.
- It is not possible to request the recognition of teaching activities already completed in Italy.
- Only the students who are leaving for non-European countries with the Erasmus+ and **Overseas programmes** will be recognized as a 6 CFU exam a 40-hours course unit or seminar and as a 9-CFU exam a 60-hours course unit or seminar. On special conditions, different activities than classes or seminars that compel the student with consistent work can be taken into consideration when evaluating the total of credits. For more info, students can get in touch with their Unibo Professor in charge of the bilateral agreement.

ERASMUS+ MOBILITY FOR TRAINEESHIP

The Erasmus+ Traineeship programme provides for the automatic recognition in the academic career for a certain number of credits that can be equivalent to:

1. “**INTERNSHIP**” which can cover for 6 credits, 12 credits or 18 (6+12) credits (covering the free choice activity of the second year).
2. “**INTERNSHIP ABROAD FOR PREPARATION OF FINAL EXAMINATION**” if the traineeship activity corresponds with the object of the final dissertation.
3. “**Extra credits**” if all the free choice credits have already been completed.

For graduate students only: there will be **no recognition of curricular credits**.

Please mind that 1 CFU equals to 24 hours of work, so when preparing your Learning Agreement for Traineeship (LAT) please consider that **6 CFU equals to 150 hours** while for **12 CFU at least 300 hours** are necessary.

2 YEARS MASTER DEGREE PROGRAMME in “LEGAL STUDIES” – Bologna

RECOGNITION OF THE STUDY PLAN TEACHING ACTIVITIES:

- It is possible to take abroad all the teaching activities forecast in the study plan of the 2 years master degree programme in “Legal Studies” if there are **coherency and consistency between the syllabi**;
- The student will have to **submit the syllabi** of the courses founded abroad directly to the Professor in charge of the bilateral agreement and the Coordinator of the Course (Professor D. Senzani) with adequate notice in one single email;
- The approval should be received **before the official presentation of the Learning Agreement (LA) on AlmaRM**.
- Possible **roundings** should be given **up to 1 credit** (CFU/ECTS) for each teaching activity.
- In case of teaching activities abroad that are composed by sub-courses (Integrated Course, in Italian: C.I.), the student may ask the recognition of one part module and take the other one/ones, once back in Italy, according to the above-mentioned criteria. The student will have to check in advance with the Professor and Coordinator regarding the content of the courses.

RECOGNITION OF FREE CHOICE ACTIVITIES

- Regarding the 12 CFU of the free choice activities planned in the 2nd year, students will be able to ask the recognition of **any course** taken within Departments of Law, Economics, Management and Political Sciences abroad. The activities should be related to the scientific disciplinary sector planned in the programme regulation and the number of credits obtained abroad will be recognised.
- Possible **roundings** should be given **up to 1 credit** (CFU/ECTS) for each teaching activity.

RECOGNITION OF OTHER ACTIVITIES:

- Activities such as the **INTERNSHIP, LABORATORY** and **SEMINAR** can be taken abroad.
- Those activities will be recognized for one or more activity even without numerical grade (“Pass/Fail” courses, in Italian: “Idoneità”).
- The **INTERNSHIP** can be cover for 6 credits, 12 credits or 18 (6+12) credits (covering the free choice activity of the second year).
- The student can include the **INTERNSHIP ABROAD FOR PREPARATION OF THE FINAL EXAMINATION** if the internship is related to the master thesis preparation. The number of hours should match the number of credits of the activity (1 CFU equals 25 hours of work during the internship), up to 18 credits.

RECOGNITION OF LANGUAGE COURSES:

- Language courses taken abroad can be recognized within the Free Choice Activities if **certified on the official Transcript of Records**, on the *Erasmus Intensive Language Course* (EILC) certificate, or on a certificate issued by the partner University stating the correspondent hours and the number of credits.
- Only language courses taken in the **official language(s) of the country** or the language of the teaching activities will be taken into consideration for the recognition.

Some example – Learning Agreements from AlmaRM:

Ex. 1

Gruppo di corrispondenza 1	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> INSURANCE LAW (RB75) - 5 ECTS - Primo semestre - Attività presso il partner <p>ECTS totali: 5</p>	<ul style="list-style-type: none"> 97312 - INSURANCE AND FINANCIAL LAW - 6 CFU <p>CFU totali: 6</p>
Gruppo di corrispondenza 2	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> INTERNATIONAL CORPORATE GOVERNANCE (RB19) - 5 ECTS - Primo semestre - Attività presso il partner <p>ECTS totali: 5</p>	<ul style="list-style-type: none"> 94529 - CORPORATE LAW - 6 CFU <p>CFU totali: 6</p>
Gruppo di corrispondenza 3	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> INTRODUCTION TO MICROECONOMICS (RLE17) - 5 ECTS - Primo semestre - Attività presso il partner <p>ECTS totali: 5</p>	<ul style="list-style-type: none"> 28557 - ECONOMICS - 6 CFU <p>CFU totali: 6</p>
Gruppo di corrispondenza 4	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> FUNDAMENTALS OF INTERNATIONAL ARBITRATION & BUSINESS LAW (RR62) - 5 ECTS - Primo semestre - Attività presso il partner <p>ECTS totali: 5</p>	<ul style="list-style-type: none"> 77908 - INTERNATIONAL TRADE AND INVESTMENT LAW - 6 CFU <p>CFU totali: 6</p>

Ex. 2

Gruppo di corrispondenza 1	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> International Investment law - 4 ECTS - Secondo semestre - Attività presso il partner Introduction to Capital Market - 3 ECTS - Secondo semestre - Attività presso il partner <p>ECTS totali: 7</p>	<ul style="list-style-type: none"> 77908 - INTERNATIONAL TRADE AND INVESTMENT LAW - 6 CFU <p>CFU totali: 6</p>
Gruppo di corrispondenza 2	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> Droit des affaires (instruments de paiement et de crédit) - 4 ECTS - Secondo semestre - Attività presso il partner Droit des marchés financiers - 4 ECTS - Secondo semestre - Attività presso il partner <p>ECTS totali: 8</p>	<ul style="list-style-type: none"> 91417 - FINANCIAL MARKETS LAW - 6 CFU <p>CFU totali: 6</p>
Gruppo di corrispondenza 3	
Attività estere	Attività da riconoscere
<ul style="list-style-type: none"> Informatique: programmation VBA - 2 ECTS - Secondo semestre - Attività presso il partner Information: algorithme et initiation à la programmation - 2 ECTS - Secondo semestre - Attività presso il partner Informatique: Python et R - 2 ECTS - Secondo semestre - Attività presso il partner <p>ECTS totali: 6</p>	<ul style="list-style-type: none"> 96482 - DATA SCIENCE FOR LAWYERS - 6 CFU <p>CFU totali: 6</p>