



UNIVERSITÀ DEGLI STUDI GUGLIELMO MARCONI

ERASMUS INCOMING STUDENTS GUIDE

SECTION A – GENERAL CONDITIONS

ART. 1 INTERNATIONAL ADMISSIONS OFFICE

It is the reference point for all international students who benefit from the Erasmus+ mobility grant for study and traineeship in the framework of Bilateral Agreements signed between Marconi University (USGM) and their sending Institutions.

It provides assistance to the foreign students:

- from the enrollment stage up to the recognition of credits at the end of the mobility period;
- throughout all the administrative and organizational issues for activities related to mobility.

CONTACTS:

Università degli studi Guglielmo Marconi - Via Plinio 44 - 00193 Rome

Phone: +36 0637725598

Email: erasmus@unimarconi.it

SECTION B - ERASMUS MOBILITY FOR STUDY

ART. 1 - ADMINISTRATIVE PROCEDURES

Erasmus Students who benefit from the Erasmus+ mobility for study are requested to follow the instructions below in order to complete the enrollment procedure.

The mobility is regulated in accordance with the Erasmus+ Programme and the Bilateral Agreements between Marconi University and sending Universities.

ART. 2 - CALL

The Call and the list of mobilities available are published by the home University. The call also regulates:

- the candidate's requirements;
- language proficiency;
- courses availability;
- the duration and the period of the mobility

ART.3 - BEFORE ARRIVAL

1) Students must fill in the Application Form (Erasmus+) provided by the hosting University. Before starting the registration, please verify with your Erasmus/International Office:

- the Erasmus ID of home university
- the Area or ISCED code of the Bilateral Agreement



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Please make sure to fill in all mandatory fields and to attach all required documents before submitting the application form. The deadline for submitting the application form is noticed by the sending University within the publication of the Call.

For more information please contact the International Admissions Office staff.

2) Students should send a printed copy of the confirmation email received after submitting the application form to the following email address: erasmus@unimarconi.it

Art. 4 - VISA

Please check with your home University if a VISA is required.

If so, please send an email to the International Admissions Office and ask the Letter of Admission to be sent to your home address.

ART. 5- UPON ARRIVAL

Upon arrival to Rome, students must register as Erasmus students at the Administrative Office.

Please find the listed link to the necessary documents at the bottom of the page.

Mandatory documents are:

- the certificate of student enrollment at home University;
- the certificate of Erasmus+ status issued by the home University indicating the duration of the mobility, which must correspond to the one indicated in the Bilateral Agreement;
- the Learning Agreement for studies;
- the transcript of the exams already taken;
- an ID card or passport;
- n. 3 passport size photos.
- Europass Curriculum Vitae in EN;
- the medical insurance (students must verify before their arrival whether the free health care is available on the basis of an international agreement between their country of origin and Italy);
- any foreign language certificate, whether available.

ART. 6 - END OF THE MOBILITY PERIOD

The International Admissions Office will provide the student with:

- the Learning Agreement for studies duly filled in at the section: "*Section to be completed AFTER THE MOBILITY*"
- the enrollment certificate.

In case the abovementioned documents are not available at the time of departure, the International Admissions Office will send them directly to the home University by email.

Art. 7 - EXTENSION OF ERASMUS PERIOD

How to apply for an extension of the Erasmus period:



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1. Fill in, sign and send the Application Form for extending the mobility period to your home University;
2. Once approved, provide the International Administrative Office with the new application form at least 45 days before the end of the mobility for USGM approval;
3. In case of approval, complete the section "changes" on the Learning Agreement for studies with the list of the exams foreseen in the new semester. The LA must be signed by the Marconi Erasmus Coordinator and by your Home University Erasmus Coordinator.

We remind those students who need the VISA to personally and quickly renew/extend their residence permit.

ART. 8 - FINANCIAL SUPPORT

The selected students will receive a grant by their University for travel and living costs and they should be fully covered by a specific third-party and accident insurance policy provided either by the home institution or by the students. No financial support will therefore be required to the host institution.

Moreover the host institution is not authorized to require any taxes to the Erasmus students. However the host institution may require payment of a small amount to cover the cost of materials (photocopies, laboratory products, etc.) applying the same conditions reserved to the local students.

ART. 9 - CREDITS AND ECTS SYSTEM

Marconi University implements the European Credit Transfer System (ECTS) to facilitate the transfer of acquired credits and the academic recognition of studies carried out abroad. As a general rule, at Marconi University 1 CFU (University Educational Credit) credit equals 1 ECTS credit. The list of exams passed by the student, the relative scores and the acquired credits (CFU / ECTS), are reported in the Learning Agreement's section entitled "After the mobility" and in the "Transcript of Records", issued by the International Admissions Office according to the information provided by the exam office.

Please note that during the mobility period it is possible to apply for the recognition of a maximum of 30 credits per semester (30 credits, corresponding to 30 ECTS - European Credit Transfer System).

SECTION C - MOBILITY FOR TRAINEESHIP

ART. 1 - ADMINISTRATIVE PROCEDURES

Erasmus Students who benefit from the Erasmus+ mobility for traineeship are requested to follow the instructions below to complete the enrolment procedure.

The mobility is regulated in accordance with the Erasmus+ Programme and with the Bilateral Agreement between Marconi University and sending Universities.



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ART. 2 - CALL

The Call and the list of traineeship available are published by the home University. The call also regulates:

- the candidate's requirements;
- language proficiency;
- work experience;
- training activities;
- the duration and the period of the traineeship.

Students must fill in the Application Form (Erasmus+) provided by their home University. Before starting the registration, please verify with your Erasmus/International Office:

- the Erasmus ID of home university
- the Area or ISCED code of the Bilateral Agreement

Please make sure to fill in all mandatory fields and to attach all required documents before confirming the application form. The deadline for submitting the application form is noticed by the sending University within the publication of the Call.

For more information please contact the staff of the International Admissions Office

2) Students should send a printed copy of the confirmation email received after submitting the application form to the following email address: erasmus@uniamrconi.it

ART. 3 - HOW TO APPLY FOR A TRAINEESHIP AT MARCONI UNIVERSITY

To apply for an Erasmus+ traineeship at Marconi University, students are required to send an email to the Ufficio Segreteria Erasmus and attach the following documents:

- copy of the Learning Agreement for traineeship;
- Europass CV in EN;
- a letter of motivation;
- a declaration from the home University confirming the eligibility for an Erasmus grant under the Erasmus+ Programme;
- any foreign language certificate;

Please note that students applying for Traineeship at USGM, should demonstrate:

- at least level A2 of Italian (CEFR - Common European Framework of Reference for Languages);
- at least level B1 of English (CEFR - Common European Framework of Reference for Languages);

Once the International Admissions Office receives the above documents, it will process the application and inform the candidate whether or not the request has been accepted.

Based on the candidate curricula and/or on the results of interviews held via Video Conferencing (i.e., Skype), Marconi University will select the suitable applications among the list of eligible students provided by the sending Institution.



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ART. 4 - REQUIREMENTS BEFORE ARRIVAL

Once accepted for an Erasmus traineeship at Marconi University, students should send the Learning Agreement for Traineeship to the Erasmus Office.

ART. 5 - VISA

Please check with your home University if a VISA is required.

If so, please send an email Erasmus Office and ask the Admissions letter to be posted to your home address.

ART. 6 - HEALTH CARE

Regarding the medical insurance, students must verify before their arrival whether the free health care is available on the basis of an international agreement between their country of origin and Italy.

ART. 7 - UPON THE ARRIVAL

According to the administrative procedures, students are required to submit the following documents to the International Administrative Office (see the listed links to the documents at the bottom of the page):

- the certificate of student enrolment at home University;
- the certificate of Erasmus+ status issued by the home University indicating the duration of the mobility, which must correspond to the one indicated in the Bilateral Agreement;
- the Learning Agreement for traineeship;
- an ID card or passport;
- n. 3 passport size photos.
- Europass Curriculum Vitae in EN;
- the medical insurance (students must verify before their arrival whether the free health care is available on the basis of an international agreement between their country of origin and Italy);
- any foreign language certificate, whether available.

ART. 8 - END OF THE MOBILITY PERIOD

Before leaving Rome, the Erasmus Office will provide the student with:

- the Learning Agreement for traineeship duly filled in at the section: "*Section to be completed AFTER THE MOBILITY*"
- upon student's request a statement of mobility period.

In case the abovementioned documents are not available at the time of departure, the International Administrative Office will send them directly to the home University via mail.

ART. 9 - EXTENSION OF ERASMUS PERIOD

How to apply for an extension of the Erasmus period:

4. Fill in, sign and send the Application Form for extending the mobility period to your home University;



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5. Once approved, provide the International Administrative Office with the new application form at least 45 days before the end of the mobility for USGM approval;
6. In case of approval, complete the section "changes" on the Learning Agreement for traineeship with the list of the exams foreseen in the new semester. The LA must be signed by the Marconi Erasmus Coordinator and by your Home University Erasmus Coordinator.

We remind those students who need the VISA to personally and quickly renew/extend their residence permit.

ART. 10 - FINANCIAL SUPPORT

The selected students will receive a grant by their University for travel and living costs and they should be fully covered by a specific third-party and accident insurance policy provided either by the home institution or by the students. No financial support will therefore be required to the host institution.

Moreover the host institution is not authorized to require any taxes to the Erasmus students. However the host institution may require payment of a small amount to cover the cost any material (photocopies, laboratory products, etc.) applying the same conditions reserved to the local students.

ART. 11 - CREDITS AND ECTS SYSTEM

Marconi University implements the European Credit Transfer System (ECTS) to facilitate the transfer of acquired credits and the academic recognition of traineeships carried out abroad. As a general rule, at Marconi University 1 CFU (University Educational Credit) credit equals 1 ECTS credit. The credits acquired (CFU / ECTS) at the end of the mobility period are reported in the Learning Agreement final section "After the mobility" and in the Transcript of Records, issued by the International Administrative Office in accordance with the Bilateral Agreements.

In order to complete the enrollment procedure, students should fill in the necessary documents to be submitted to the Administrative Office:

http://www.unimarconi.it/download/attachments/MOD_B2_IMM.pdf Enrollment form

http://www.unimarconi.it/download/attachments/MOD_AUT_FOTO_A9.pdf and 2 passport photos

<http://www.unimarconi.it/download/attachments/autocertdipl.pdf>

http://www.unimarconi.it/download/attachments/MOD_B1_CFU.pdf a module to be filled in listing all the exams that you have taken



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