

Erasmus+ Programme Regulations

Student Mobility for Study

A.Y. 2024-2025

First Level and Second Level

Academic Diploma Courses

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Art. 1 Object of the Regulations

This current Erasmus+ Programme Regulations - Students Mobility for Study - disciplines the mobility for study of outgoing and incoming students enrolled at Accademia Galli First and Second Level Academic Diploma.

Erasmus+ is the 2021-2027 EU Programme for education, training, youth and sport, approved by the European Union that brings together all the existing EU programmes in the fields of mobility.

Erasmus+ offers the possibility of carrying out a study abroad experience (courses attendance, courses assessments), obtaining recognition of the educational activities carried out.

Accademia Galli, which adheres to this programme thanks to the awarding of the ECHE (Erasmus Charter for Higher Education), has signed throughout the years numerous bilateral agreements with prestigious European higher education institutions.

The selected Accademia Galli students have the opportunity to enrich their academic curriculum by attending, free of charge, a semester abroad at a partner institution with the acknowledgement of the study period carried out abroad, as foreseen by the Bologna Process, on the establishment of a European Higher Education Area.

OUTGOING MOBILITY

Art. 2 Public competition

In order to participate in the mobility programme, students must apply and accept the conditions set out in the annual public competition for the award of Erasmus+ mobility grants under Key Action 1 - Learning Mobility of individuals, student mobility for study. The annual public competition is herein enclosed (Attachment 1, the "Public competition").

Erasmus+ mobility grants are intended to facilitate study abroad with the aim of enabling students to attend other European higher education institutions, holders of the Erasmus Charter.

The Erasmus+ Programme, pursuant to the stipulated agreements, is free of charge regarding attendance costs. The student will have to bear the cost of the trip, of accommodation, meals, course materials and any expense related to visa (where needed).

N.B.: The activities and funding envisaged are subject to the actual subscription of the Erasmus+ 2024/2025 financial agreement between Accademia Galli and the National Agency Indire.

Art. 3 Who can be eligible for the Erasmus+ Programme

Students may apply for the programme, provided that:

- are regularly enrolled at a First and Second Level Academic Diploma course;
- are compliant with their administrative position;
- hold the language requirements set by the partner institute;
- have never benefit from the status of Erasmus+ student for study mobility, throughout their previous studies attended at other universities/academies.
- have not temporarily suspended their careers;
- are not repeating students.

Students must meet all the requirements of art. 6 of these Regulations and submit their candidacy by means of the related application form.

Art. 4 Erasmus+ student status

The selected student for an Erasmus+ mobility for purposes of study, who meets the eligibility requirements, is given the status of Erasmus+ student, acquiring rights and duties, in accordance with the provisions of the Erasmus Student Charter, which is made available by the National Competent Agency at the institutional website www.erasmusplus.it and that student claims to know.

Erasmus+ study grants are reserved only to students with Erasmus+ status. Should not the funding be available to cover all the monthly allocations, some students may not receive any community grants (zero grant), or a portion thereof, although they have received the Erasmus+ status.

Art. 5 Mobility period

The mobility period has to be continuous and its validity is related to the actual attendance at the host institution. The mobility periods, as indicated in the public competition, are roughly:

- first semester of the second year: from August/October to January/March;
- second semester of the second year: from January/February to May/July;
- first semester of the third year: from August/October to January/March.

Accademia Galli reserves the right to determine the most appropriate period to allow the mobility. It may not be extended and may therefore last a maximum of one academic semester.

Art. 6 Requirements to access the Erasmus+ programme

Students can submit their application to join the mobility programme only in case they meet the following requirements:

- have knowledge of the language of the selected programme: the language level and/or any certifications (TOEFL, IELTS or equivalent) required by the host institution are indicated in the specific inter-institutional agreements. The approximate minimum level corresponds to a B2, as defined in the Common European Framework of Reference for Languages (CEFR), unless otherwise indicated by the host institution.

The Erasmus+ programme provides online language support (Online Linguistic Support – OLS) for self-training and self-assessment of the level of language proficiency. More details are given in art. 14.

For mobilities during first semester of second year:

- having passed all the exams of the first year within the Summer examination session (June-July) of the corresponding academic year;
- have a weighted average of grades* not lower than 25 on thirties within the Winter examination session (January – February),
- are compliant with the administrative position (payment of enrolment fee, right to study fee and tuition fee of the second year of the course).

For mobilities during second semester of second year:

- having passed all the exams of the second year within the Summer examination session (June-July) and, prior to departure, having passed all the exams of the first semester of second year;
- have a weighted average of grades* not lower than 25 on thirties within the Summer examination session (June – July) of the corresponding academic year;
- are compliant with the administrative position (payment of enrolment fee, right to study fee and tuition fee of the second year of the course).

NB. With reference to the mobility during the second semester of the second year, Accademia Galli reserves the right to reconsider applications that are not eligible for these requirements at the end of the September session, provided there are still available places. In this case, reapplying students will have only one option of choice (ref. Art.10).

For mobilities during first semester of third year:

- having passed all the exams of the second year within the Summer examination session (June-July) of the corresponding academic year;
- have a weighted average of grades* not lower than 25 on thirties within the Winter examination session (January – February);
- are compliant with the administrative position (payment of enrolment fee, right to study fee and tuition fee of the third year of the course).

**The required average for the final selection is subject to the specific requirements of each host Institution.*

Students will receive confirmation of acceptance by the Academic Coordinator once the requirements have been assessed.

Art. 7 Choice of destination

The candidate, after consulting the full list partner institutes, can express a maximum of two preferences. The choice of destination shall be compatible with the study course and related learning outcomes attended at the home institute.

The evaluation of the host institution will be primarily based on the actual number of available places, on the candidate's portfolio, on the language level, Curriculum Vitae, motivation and previous academic career.

The partner institute reserves the right to examine each application and to reject candidates, even if previously selected by Accademia Galli.

Art. 8 Application terms and conditions

To submit the application, students are required to deliver to the Academic Coordinator the following documents:

- Erasmus+ application form duly filled in and signed;
- Erasmus+ Regulations duly filled in and signed;
- Personal Resume;
- Motivation Letter;
- Any language proficiency certificate (if required);
- Portfolio (in digital format);
- Photocopy of valid identity document;
- ISEE Certification, if eligible (ref. Art. 14 “Compliances with the allocation of financial grants”). The application must be submitted not later than the following deadlines:

- March 15th of the first year of course – to apply both for the first semester of the second year of course and the second semester of the second year of course;
- March 15th of the second year of course – to apply for the first semester of the third year of course. Any application submitted after the deadlines above indicated will not be accepted and it will not be allowed to modify it afterwards.

The candidacy to the programme may be made only once, except for the conditions indicated in art. 10 “Assignments of places and reallocation” and art. 16 “Withdrawal”.

Motivational interview

The Academic Coordinator, after having assessed the eligibility of the candidacy, schedules a motivational interview with the student. The interview will be held by the Academic Coordinator and the course Coordinator. The interview is based on a set of questions aimed to evaluate the applicant’s interest in the chosen course and the level of knowledge of the chosen study plan and, in general, of the selected institution and its educational offer; the applicant’s predisposition to a life and study experience abroad is also assessed. At the end of the interview, a score of 1 to 10 is awarded based on predefined parameters (which assess the knowledge of the mobility regulations, the study plan of the selected host institution and the propensity to spend a study period abroad). The interview must be held within 15 calendar days from the above deadlines for the submission of the application.

Art. 9 Selection of candidates

After having checked the compliance with the requirements, the compatibility between the courses and the destination selected, it will be done a provisional ranking based on the following criteria:

- available places at the partner institute for each semester and for each course;
- weighted average of the obtained grades
- motivational interview score.

Accademia Galli reserves the right to consider whether to send the application of each student to one or both of the institutions optioned, according to the position in the provisional ranking, the availability of the remaining places and the deadlines set by each partner institution for the submission of the applications. The selection of the candidates must be made approximately within one month from the deadlines set for the submission of the application. At the end of the selection, the provisional ranking of students who are eligible and not eligible for the mobility programme and their place of destination will be published. The final ranking as well will be published on the Accademia Galli website.

Art. 10 Assignments of places and reallocation

The results will be communicated to students by the Academic Coordinator by email.

The assignees are required to confirm the formal acceptance of the place, by written notice, which must be received within 7 working days from the date of the announcement of the result, on which penalty of exclusion from the programme. In the event of failure or delayed confirmation of acceptance of the place, the assignees will be automatically excluded, leaving their place to the following candidates in the list.

In the event that the Academic Coordinator receives a number of requests exceeding the actual availability of places for a

particular institution, and in case of parity in ranking, the places will be awarded according to the learning finalities expressed in the motivation letter and during the interview.

If the application for the university indicated as the first option is not accepted, the Academic Coordinator will check the availability of the alternative institution. The reallocation to another institute may also occur in case the application has been rejected by the host institute for one of the following reasons:

- lack of availability of places;
- termination of the inter-institutional Agreement;
- changes in the requirements of the institute of destination, in the period of time from the submission of the application to the date of acceptance of the place.

Students accepted by the host institution sign an agreement called "Modello di accordo per la mobilità di studio" (Attachment 6) which governs financial coverage, if applicable, and insurance coverage during the period of international mobility.

Art. 11 Students' departure

The Erasmus+ student, after having formally accepted the host institution, is invited to check all information concerning the procedures for entry and residence in the foreign country, the channels for the search of a suitable accommodation and how to get any needed insurance, by visiting the website of the host institute.

The departures of the selected students for the programme, are approximately planned in the following periods:

- end of August/October for students of the second year of the course (first semester)
- January/March for students of the second year of the course (second semester);
- end of August/October for students of the third year of the course (first semester).

Before the departure, the student will have to submit all the documents necessary for the refinement of application.

Art. 12 Study plan

Before the departure, the student needs to agree with the Course Coordinator and the Didactic office of his/her course the study plan and to define the list of subjects that he/she will attend during the mobility period. The didactic activities that the student can carry on during the mobility have to be listed in the "Learning Agreement" form (hereinafter LA, Attachment 3) and, if completed through the assessment's methods in place at the host institution, can become integral part of the student's institutional curriculum throughout the credit validation procedure. The LA includes the courses and the corresponding academic formative credits (hereafterin CFA) that could be validated. The correspondence in terms of disciplinary contents, formative credits and if possible propedeuticity of the teachings between Accademia Galli's and the host institute's study plan must be ensured. The drafting up of the LA, as well as its approval by the faculty advisor, are a fundamental step in the acceptance of an application.

The LA has to be undersigned by the student, by the Accademia Galli didactic office and by the host institution's mobility coordinator. The maximum number of credits that can be recognized is 30 CFA, corresponding approximately to a semester. If the host institution does not adopt a system in formative credits (ECTS or other), to facilitate the registration of the same ones, the formative credits achieved will be converted into the ECTS system (Ref. [Grades Comparison Scheme](#)). The study plan agreed in the LA is subject to changes based on the recommendations that the student will receive, once abroad, from the course coordinator of the host institution and based on the availability of the various courses. If any change in the LA is required, the student shall be asked to send a copy of it again to Didactic office for evaluation and new approval. Students in mobility at the second semester of the second year have to return by the beginning of the following academic year, and, if required, within the extraordinary session scheduled by Accademia Galli for the recovery of any missing credits. Students, who are authorized to carry out the mobility, have to agree with the Accademia Galli faculty advisor of the course (Coordinator/ Assistant / didactic Coordinator), on how to catch up with the exams of the semester, which they will not be able to undertake before departure, in accordance with what below set out:

- Case A - Disciplinary field fully attended: it is possible to anticipate the examination date, but the recording of the grade must take place in the ordinary session;
- Case B - Partially attended disciplinary field: the examination date can be anticipated only by carrying out also the recovery of the remaining lessons; the recording of the grade must also in this case occurs in the ordinary session.

Moreover, in the event that there is not a complete correspondence with the study plan proposed by the host institution, student must also agree on the modalities for catching up the subjects of the second semester, which are fundamental for the access / attendance to the third year of the course.

In both cases, the student must sign a document for approval of the established path for the

catching up of the exams. (ref. Attachment 7 “Declaration of exams recovery”).

Art. 13 Students’ return

Students returning from their experience abroad, within thirty days from the conclusion of the mobility, must submit the below listed documents to the Academic Coordinator (also via e-mail), otherwise they’ll be subject to the annulment of the Erasmus+ status and the refund of the received contribution:

- Transcript of records (Attachment 4);
- Certificate of stay (Attachment 5).

Students will be also required to fill in the online EU Survey, as provided for in the “Modello di accordo per la mobilità di studio”.

Students will also have to enclose their study programme and the realized output/projects to facilitate the assessment of the results by the Accademia Galli didactic office and the recognition of CFA.

The student office, on the basis of the evaluations of the academic coordinator and the course coordinator, will activate the procedure for the recognition and registration in career of the academic qualifications (grades and credits) acquired. Before proceeding with the recording of the exams taken, the corresponding CFA and the grades in thirties, the didactic office has to proceed with the evaluation of the results obtained by the student. For admission to the third year of the course, the Academic Regulations governing Three-year Courses require students to obtain 100 CFA (including all first year CFA). The CFA acquired during the mobility and validated by Accademia Galli contribute to the attainment of the necessary credits for the admission to the following years.

In order to enable students to catch up with any failed subject prior to the departure or during the mobility period, Accademia Galli may organize additional activities for the recovery of the course’s contents and set extraordinary exams sessions to allow students to resit exams. The student is required to take the recovery exams in the first useful session communicated by Accademia Galli. Any further recovery examinations outside the session indicated by Accademia Galli are disciplined by the Administrative Appendix to the Academic Regulations governing Three-year Courses.

The third year includes the development of a thesis project that the students can carry out either individually or in groups. Students in mobility during the first semester of the third year must express their choice of the thesis theme and agree with their course coordinator on a programme of activities to be carried out during mobility, aimed at the development of the first phase of the thesis (thesis workshop, dedicated to research and deepening of the theme). The student, in accordance with the faculty advisor and the Coordinator of the host institution, can agree on the topic of the thesis and carry out the preliminary phase of the project at the host institution itself.

Art. 14 Allocation of financial grants

Grants for student mobility:

Students may receive an EU grant as a contribution to the cost of travel and accommodation during their mobility abroad. These amounts are paid to students through the beneficiary higher education institutions (Accademia Galli) and are defined by the National Agencies in agreement with the national authorities and/or higher education institutions on the basis of objective and transparent criteria (among which country of destination and duration of mobility). The exact amount is published on the websites of the National Agencies and will be transposed into the appropriate mobility agreement to be signed between the institution and the student, according to the models in force and approved by the National Agency responsible, it being understood that not all periods of mobility could be financed. The mobility agreement, concluded between the student and the home institution according to the model provided by the competent National Agency, will govern the specific conditions for the recognition of the funded grant and its possible refund.

The payment of the grant is made in two instalments: a deposit of 80% within the time limits defined by the “Modello di accordo per la mobilità di studio” and a balance of 20% to conclusion, provided that all the planned fulfilments are fulfilled:

- minimum duration of mobility of 2 months;
- issue by the host institution of the certificate of stay and the transcript of grades, duly completed and signed;
- running of the OLS language test (compulsory, at the beginning of the mobility);
- transmission of narrative report “EU online survey” (questionnaire to be compulsorily completed).

Students with disadvantaged socio-economic conditions:

One of the aims of the Erasmus+ programme is to encourage and support the mobility of students with disadvantaged socio-economic conditions. To this end, HEIs benefiting from the Erasmus+ funds (e.g.: Accademia Galli) may provide for a share of the funding approved by the National Agency, to be allocated as additional contribution for student mobility in proven terms of socio-economic disadvantage. This

supplement (referred to as “additional monthly contribution”) is periodically commensurate with the competent bodies, and is to be awarded by the higher education institution to students selected and entitled for the entire duration of their mobility. In order to identify potential beneficiaries, higher education institutions should take into account ISEE certificates submitted by applicants in accordance with the relevant legislation.

The selection process should be fair, consistent, transparent, documented and made available to stakeholders if necessary. The additional monthly contribution currently in force is Euro 250,00. To know the limits of the Indicator of Equivalent Economic Situation (ISEE) and Indicator of the Equivalent Financial Position (ISPE) for the academic year 2024/2025 refer to MUR Directorial Decree 204-23-02-2023, which establishes in Euro 26.306,25 the maximum ISEE threshold.

Special funding for students with disabilities:

Disabled students may apply for an additional contribution to cover the costs of special needs. Applicants should complete the application form, which will be published on the Erasmus+ portal as soon as it is available from the National Agency Indire. The Agency will evaluate the applications and determine the beneficiaries of this contribution, which will be paid, always throughout the beneficiary higher education institution, at the end of the mobility period, on the basis of the expenditure deemed eligible by the Agency itself, between those actually incurred and duly reported by the beneficiaries.

Green travel contribution:

An additional financial contribution is foreseen for all participants who, at the end of the mobility, will provide adequate documentation attesting the purchase of one or more tickets for travel by sustainable means (for example train or ship, instead of plane) for arrival and/or return from the country of destination of the mobility. The contribution includes the recognition of additional and documented travel days, up to a maximum of four days, in the calculation of the period financed by the grant and an additional one-time contribution of Euro 50.00.

The contribution will be paid at the end of the mobility.

EU Online Survey narrative report:

At the end of the mobility period, the student must submit the completed online narrative report to the National Agency Indire within 30 days of receipt of the request for completion. Those who have not completed and sent the narrative report, may be required to a partial or total refund of the contribution received by their institute (as set out in the “Modello di accordo per la mobilità di studio”).

Use of OLS:

The European Commission makes online language courses available to students who have been awarded a mobility grant from the Erasmus+ programme (Online Language Support– OLS), by means of the EU Academy platform (<https://academy.europa.eu/>). The OLS also offers participants the opportunity to test the foreign language skills they will use to study, through a preliminary assessment test (assessment test). In addition to the possibility of attending a language course online and free of charge, the OLS system issues a certificate attesting the result of the assessment test according to the Common European Framework of Reference for Language Knowledge (QCER) – Common European framework of Reference (CEFR). This certificate may be useful for grant holders if they are required by the host institution to produce a certificate of their language preparation.

Art. 15 Credits recognition for further educational activities for joining the programme

To students who will obtain all the credits set in the LA, Accademia Galli shall recognize credits as “additional activities” as regulated by the Academic Regulations governing Accademia Galli Two and Three-Year Courses. In particular, a maximum of 2 additional CFA may be issued to the successful completion of the learning agreement’s goals.

For these purposes, the student shall, at the end of the mobility, submit the following documentation to the Accademia Galli Academic Coordinator: a detailed report of the study abroad experience accompanied by the realized outputs/projects highlighting the educational and professional results achieved during the stay (ref. Art.13).

Art. 16 Withdrawal

Assignee students may withdraw their candidacy, by written notification to the Academic Coordinator after publication of the final ranking, only due to verified evidence of serious personal reasons. Once the reasons for withdrawal have been verified and accepted by the Academic Coordinator, students will have the possibility to apply again the following year, upon evaluation of their eligibility.

In case students fail to provide due communication of the withdrawal or in case the reasons for withdrawal are not accepted, students will be precluded from future international mobility opportunities (Erasmus+ or Exchange Study Programme).

Students whose withdrawals are received after the signing of the mobility agreement will be compelled to pay any financial contribution already received.

Withdrawals must be submitted by:

- May 1st for departures in the first semester of the first year and first semester of the third year;
- August 1st for departures in the second semester of the second year.

Students whose withdrawals are received after the signing of the mobility agreement will be compelled to pay any financial contribution already received.

Art. 17 Reduction of the mobility period

Any will of reducing the agreed period of mobility must be expressed and adequately motivated by written notice to the Academic Coordinator. It should be noted that, for the specific purposes of the receipt of the grant referred to in Art. 14, the periods of mobility of less than two months are not eligible. Consequently, for a shorter period of time, any economic grants already received will have to be refunded. In any case, the student is made aware that the agreement for mobility, concluded between the same and the home institution according to the model provided by the National Agency responsible, will govern the specific conditions relevant to this matter.

Art. 18 ERASMUS STUDENT CARD INITIATIVE

Students selected for mobility can benefit from a range of tools to make mobility more accessible and to facilitate the administrative processes related to the organisation of mobility.

Online Learning Agreement (OLA):

The Online Learning Agreement (OLA) is the simplest and most convenient way to complete the Learning Agreement online, have it signed, receive comments from sending and receiving institutions, and have an overview of the final version of the document.

To access the platform (<https://learning-agreement.eu/>) students will receive an EduGain credential that will enable them to initiate, edit, complete and approve the learning agreement and have it signed by both the home and host institution;

Erasmus+ App:

By means of the same credentials used for the OLA management platform, students can assess the Erasmus+ App: an application for computers and mobile phones that guides students through the various phases of mobility: before, during and at re-entry. It allows the integration of content by higher education institutions and the sending of notifications to students for the formalization of documents useful for mobility. Through the Erasmus+ Mobile App, students can safely identify themselves and from the virtual space of the application they can find all the useful information to live a high-quality mobility experience abroad, thanks to information on the services offered by the University/host institution and on all the non-academic services and activities offered by the host city.

In this regard, Accademia Galli is entitled to collect the personal data of the participants and subject to processing by the National Agency INDIRE (responsible for processing) in accordance with Regulation (EU)2016/679 and to provide data subjects with the information referred to in art. 13-14 of the GDPR.

Art. 19 Code of conduct and responsibility

In accepting the application form of the Erasmus+ Programme, Accademia Galli agrees to provide the student with the contacts of the representative of the host Institution and with all the information related to the school, the programme courses and any exam to be performed. On the other hand, it shall be the student's responsibility to check before departure that he/ she has all the documents required by the host country (valid passport, residence permit, if necessary, any health, travel, third-party liability insurance, etc.) and an accommodation (room in the campus, apartment in a residence, hotel, etc.) for the entire period. The student is aware that Accademia Galli will not verify the possession of such documentation. Students shall comply with the provisions of the law, statute and regulations, and with the principles of proper conduct inside the host institute areas. In particular, students shall behave in a civil and well-mannered way and observe the fundamental rules of tolerance, respect, decency and collaboration, while avoiding in any way to disrupt the smooth running of didactic and administrative activities. Students shall not in any way put their safety and that of others at risk, and shall respect the decorum, cleanliness and integrity of spaces, goods and any other object therein.

Accademia Galli disclaims any responsibility for problems and consequential damages related to the student's failure to respect the norms of law, regulations, and more general of the basic and most common norms of civil life.

INCOMING MOBILITY

Art. 20 Incoming student status

The term “incoming” is used to name first cycle (undergraduate) students, coming from a partner institution in the framework of an international mobility programme. Students, who must be regularly enrolled in a course of study at their home institution, are admitted in an Accademia Galli First and Second Level Academic Diploma course with exemption from payment of the fees provided for. The incoming students can attend and take the profit examinations of the study plan of the course in which they are admitted. Recoveries outside the ordinary sessions are not eligible. During their mobility, incoming students enjoy the same services offered to students regularly enrolled in Accademia Galli courses.

Art. 21 Mobility period

The mobility period must be continuous and its validity is linked to the actual attendance of the Accademia Galli study plan. The mobility periods available for incoming students are:

- first semester of the second year of the course;
- second semester of the second year of course.

The mobility period might be extended to the entire academic year (two semesters) depending on the conditions set in the inter-institutional agreement between Accademia Galli and the home institution of the incoming student.

Art. 22 Selection of the candidates

For each of the semesters above mentioned, the Academic Coordinator receives from the partner institutions the names of the candidates, on the basis of the inter institutional agreements previously signed.

Applicants must be nominated by their sending institutions within the following deadlines:

- May 15th, for mobility in the first semester of the second year of the course;
 - October 15th, for mobility in the second semester of the second year of the course.
- After the nomination, the candidates, in order to submit their application, have to deliver to the Academic Coordinator the following documents, within May 31st for mobility in the first semester of second year of the course and within October 31st for mobility in the second semester of second year of the course:
- Erasmus Application Form filled out and signed;
 - Personal Resume;
 - Motivation Letter;
 - Any Language proficiency Certificate
 - Copy of most recent university Transcript of Records;
 - Portfolio (in digital format);
 - Copy of valid identity document.

Accademia Galli sends to each incoming candidate this Erasmus+ Programme Regulation, requesting the return of a copy signed by the candidate. Moreover, once the eligibility of the applications received has been verified, the didactic office sends to the course coordinator all the necessary documentation for the evaluation of the applications.

The final selection of students is based on the judgement of the course coordinator and on the availability of places, therefore, the incoming candidate acknowledges and expressly accepts that the proposed application may be rejected. The Didactic office then informs the candidates about the feedbacks received from the course coordinator.

If positive, he/she sends them a letter of acceptance, including information on the study plan (availability of the courses planned in that specific semester, number of credits obtainable, possible indications about integrative contents necessary to the attendance of the semester in Accademia Galli). The didactic activities that the student can carry out during the period of mobility in Accademia Galli are reported in the “Learning Agreement” (hereafter also “LA”), making them an integral part of the student’s institutional curriculum and therefore recognizable, if passed. Teachings and corresponding academic credits (hereinafter referred to as CFA) are listed in the form “LA” form. The “LA” is signed by the student, by the faculty advisor, and the responsible for the home institution. It is also up to the didactic office to provide the student with all information related to the organizational aspects of the mobility period in Accademia Galli (how to enter and stay in Italy, activation of any insurance policy, search for accommodation, etc.). Once the incoming student formally accepts the place, the Academic Coordinator and the Administrative Office admits the student and issue the letters of acceptance for the selected candidates, together with the application form for registration, which has to be filled out and

signed by the candidate.

The Academic Coordinator sends to the student the above-mentioned documents and those below:

- Application Form – International Mobility Programmes (Mod. 8212, rev. 2);
- Academic Regulations governing Two and Three-year courses;
- General Regulations governing Two and Three-year courses;
- Administrative appendix to the General Regulations;
- Disciplinary Regulations

and make sure to receive them duly completed and signed, within 7 working days from the notification.

For its part, the incoming student undertakes to proceed to the subscription of the documentation as above received and to its full return to the Academic Coordinator within and no later than the above-mentioned term, otherwise it is impossible to be definitively enrolled in the course.

After completion of the above procedure, the incoming student can be formally registered to the course.

Art. 23 Acceptance of the assigned place and reallocation

Accademia Galli is obliged to welcome students who meet the requirements of attending a semester in mobility, on the basis of the availability previously communicated.

In case of lack of available places for the course requested, the candidate may be relocated to another course in the same seat, after verification of the compatibility of the study plans, agreed upon and approved by the student and the head of the home institution. All requests for participation in the mobility programme which are sent directly to the didactic office and their acceptance will depend on the existence of a bilateral agreement with the applicant's home institution and the availability of places in the seat.

Art. 24 Language preparation

To be admitted, incoming students are required to be proficient in language with a level equivalent to the B2 of Italian or English, depending on the language of teaching of the selected course, according to the Common European Framework of Reference for Languages (CEFR). Competence must be proven by a valid language certification, as required by the Accademia Galli Academic Regulations governing Two and Three-year courses.

Art. 25 Study plan

Upon arrival, the Academic Coordinator organizes a meeting between the student and the Course Coordinator to verify and confirm the study plan reported in the Learning Agreement. Any changes to the Learning Agreement may be made and approved within one month of the student's arrival. The approval of the changes is at the discretion of Accademia Galli, once verified the coherence of the chosen courses with respect to the student's academic path and compatible with the calendarization of the lessons and with the organizational availability of the courses themselves. The incoming students must have access to the courses and related examination sessions in accordance with the Academic Regulations, the General Regulations and the Administrative Appendix to the General Regulations of the Two and Three-year courses.

Art. 26 Students' departure

Prior to departure, the student must apply for the transcript of the grades and the related CFAs acquired during the mobility and the programs of the courses attended, in order to facilitate the verification of the results from the home institution and the recognition of the credits.

Art. 27 Code of conduct and responsibility

Incoming students shall comply with the provisions of the law, statute and regulations, and with the principles of proper conduct inside the Accademia Galli areas of relevance.

Students shall behave in a civil and well-mannered way and observe the fundamental rules of tolerance, respect, decency and collaboration, while avoiding in any way to disrupt the smooth running of didactic activities. Students shall not in any way put their safety and that of others at risk, and shall respect the decorum, cleanliness and integrity of spaces, goods and any other object therein. Accademia Galli provides the necessary educational assistance and facilitate students in taking the examinations by the time they return to their home institution. Any problems related to the presence of the incoming student must be promptly reported.

Attachments:

- Attachment 1, Public Competition Erasmus+ Students' mobility A.Y. 2024/2025
- Attachment 2, Application Form
- Attachment 3, Learning Agreement for Studies
- Attachment 4, Transcript of Records
- Attachment 5, Certificate of Stay
- Attachment 6, Modello di accordo per la mobilità di studio
- Attachment 7, Declaration of exams recovery.

Remark

Accademia Galli Management, at its sole discretion, reserves the right to amend this Rules and Regulations with any change it deems appropriate and aimed to improve the service provided to students, both in relation to the learning objectives and to a more effective organization of the related activities.

Student first name and surname

Student signature

Date

Information on the use of personal data and the rights of the declarants (Article 13 of the European Data Protection Regulation n. 2016/679)

Pursuant to Article 13 of the European Regulations, we hereby provide you with information regarding the processing of your personal data which will be carried out in relation to your participation in the Erasmus+ call. In compliance with the indicated Regulation, the processing of your data will be based on principles of correctness, lawfulness and transparency and protection of your privacy and your rights. Your personal data, including your image, will be processed exclusively for management, administrative and educational purposes and in any case connected to your participation in the Erasmus+ call, including in this treatment also the publication of the related rankings.

In addition to the purposes above described, your personal data may be processed to fulfill the obligations required by law, regulations or community regulations. The provision of your data is mandatory for the achievement of the purposes above mentioned; their failure, partial or incorrect conferment could result in the impossibility to provide the requested services, including the impossibility to complete the registration on the waiting list. The data collected and processed for the aforementioned purposes will be kept for the time necessary to meet the legal obligations related to the relationship between you and Accademia Galli. The legal basis of the processing for the purposes set out above is that relating to the statutory obligations for the management of the contractual relationship.

You may revoke your consent at any time by sending an e-mail request to: privacy@accademiagalli.it specifying your name and surname in the e-mail, as well as the matriculation number assigned at the time of registration in Accademia Galli. The above treatments will be carried out manually (for example, on paper support) and / or through automated tools (for example, using electronic procedures and support) and in any case in compliance with the current regulations in force. In Accademia Galli your personal data will be processed exclusively by Accademia Galli employees who have been designated as persons in charge of processing and have received, in this regard, adequate operating instructions. In addition to Accademia Galli's employees, some processing of your personal data may also be carried out by third parties, to whom Accademia Galli entrusts certain activities (or part of them) for the provision of the aforementioned services. In this case, the same subjects will act as independent Data Controllers or will be designated as Data Processors.

The designated Managers will receive adequate operating instructions, with particular reference to the adoption of appropriate security measures, in order to guarantee the confidentiality and security of data. The Data Controller of your personal data is ILEM Srl Accademia di Belle Arti Aldo Galli, based in Como, via Petrarca n.9.

The person in charge of data protection is Ecoconsult s.r.l., via Goldoni 1 - Milan. In relation to the processing of data concerning you, you may contact the Data Controller to exercise your rights pursuant to articles 15 to 22 of the Regulations. Complaint to the competent Authority can be filed in relation to the treatment to the competent Authority: Guarantor on the Protection of Personal Data, Piazza di Monte Citorio n. 121 00186 ROMA, Fax: (+39) 06.69677.3785, Telephone: (+39) 06.696771, E-mail: garante@gpdp.it

I declare to have read all information.

Student first name and surname

Student signature

Date