
Regulations for student mobility in the Faculty of Communication, Culture and Society

Version April 2014

1. 1. When the period of mobility can be taken.
 - 1.1. A period of mobility can be taken both during the two-year Master's course and during the three years of the Bachelor's course.
 - 1.2. In general, it is considered advisable for Bachelor's degree students to do the first two "foundation" years at their home university and a possible semester away during the last of their three years.
 - 1.3. In general, it is considered advisable for Master's degree students to do their first year at USI and a possible semester away in their second year.
2. Length of the mobility period
 - 2.1. In general a mobility period lasts a maximum of one semester and is worth 30 ECTS credits.
 - 2.2. Students enrolled at the Faculty of Communication, Culture and Society (both levels) can transfer up to 9 ECTS points earned by participating in a summer school programme¹.
 - 2.3. The maximum of ECTS points obtainable through mobility programmes is 30².
3. Matriculation
 - 3.1. Students who go to another University to follow studies that are compatible with their Bachelor or Master's courses remain matriculated at USI.
 - 3.2. Students remain subject to the university's Study Regulations and the results obtained elsewhere are integrated into their USI degree. At the end of their stay at the host university, students receive a certificate stating the exams passed with the relative credits (*Official transcript of results*).
4. Recognition of the exams taken during the period of mobility.
 - 4.1. Exams taken at the host university are recognised in accordance with the Study Plan and Study Regulations.
 - 4.2. To ensure this recognition, before leaving for the period of mobility students have to prepare a preliminary list of the courses they intend to take at the host university by filling in a form, "Formulario delle equipollenze" (*Learning Agreement*), which can be obtained from the International Relations and Study-Abroad Office at USI. Bachelor's degree students have to obtain preliminary approval of their choice of courses and

¹ The new Clause was formally approved by the Faculty on 19 February 2014 and came into force on that date.

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- exams from the Study Delegate, while Master's degree students' choices have to be approved by the Director of their Master's course.
- 4.3. Once their stay has begun, students must submit a definitive study programme for the period for the approval of the Study Delegate/Director of the Master's course. This should state any variations from the preliminary programme.
 - 4.4. At the end of the mobility period, the Study Delegate/ Director of the Master's course registers the credits obtained by the Bachelor's/Master's degree students. The Study Delegate/Director of the Master's course is not obliged to register exams which do not correspond to approved definitive study programs.
 - 4.5. Mobility students are required to check that it is effectively possible to follow their proposed study plans at the host university.
 - 4.6. Spending a semester studying abroad or elsewhere in Switzerland does not in itself earn credits; the "value" of a semester spent studying away from USI is measured only by formal course evaluation (grades) and relative credits attributed to the candidate on the basis of exams or written work.
5. Recognition of a semester of mobility outside the European Credit Transfer System area
 - 5.1. Students who spend their semester outside the ECTS area are advised to attend the number of courses and to take the exams which correspond to the equivalent of a full-time programme at the host institution for a semester.
 - 5.2. The number of courses which correspond to the equivalent of a full-time programme is checked and confirmed by the International Relations and Study-Abroad Office at USI before the students' departure. The same must ultimately be approved by the Study Delegate/Director of the Master's course.
 - 5.3. If students return from a mobility programme having completed the previously approved "equivalent to a full-time programme", they receive 30 ECTS credits. If students do not complete the entire programme, they will be assigned a pro-rata number of ECTS credits on the basis of the "equivalent full-time programme".
 - 5.4. The marks obtained in exams taken outside USI are not transferred to the USI Bachelor or Master's degree; only the course names are transcribed with the total number of credits obtained (in other words, normally 30 ECTS credits). These credits are called "mobility credits" on the final diploma. The marks obtained are not calculated in the final overall average of the Bachelor or Master's degree.
6. 6. Enrolment and organisation of study-away periods
 - 6.1. It is usually the International Relations and Study-Abroad Office at USI which contacts the host university, not the students themselves, with the exception of "free movers," in which case the students make the contact directly.
 - 6.2. Conditions for admission and enrolment are defined by the different mobility programmes (Erasmus, Swiss Mobility) or by individual bilateral agreements with partner universities. Detailed information about the individual programmes and agreements can be obtained through the International Relations and Study-Abroad Office (for this, students are invited to consult the Office web site).
 - 6.3. In the case of bilateral agreements, the agreement (or contract) may state a maximum number of students admissible each semester or academic year. Any exceptions depend on the flexibility of the individual institution and may have consequences for the availability of funds for Erasmus grants; in the case of limited availability of places, selection will be based on the academic results obtained up to that point by the students applying for the mobility.
 - 6.4. Students are responsible for the organisation of their own periods of mobility. Information relative to accommodation, insurance, grants and other practical aspects of the stay is available on the International Relations and Study-Abroad Office website.