1. General considerations

1.1 Premises
From the outset, the Faculty of Economics has firmly believed in the idea of student mobility, adopting a strategy of openness, and promoting cooperation with other universities also in the field of student exchange. A mobility programme provides students with an extra opportunity for enhancing their academic education, through access to different schools of thought, teaching methods, and cultures. The process is supported by the existence of bilateral agreements or special partnership contracts.

1.2 Objectives
1 A period of study in another university or institution of higher education, preferably in a different language area, is designed to foster in students a wider cultural, scientific, and linguistic perspective, while helping them enrich and consolidate their acquired knowledge and skills.

2 Although a mobility semester is strongly recommended at the graduate (Master’s) level, it may also be undertaken as part of the Bachelor’s curriculum.

3 In general, it is advisable for Bachelor’s students to spend their first two years (foundation studies) at USI, leaving the study abroad period till the third and final year.

1.3 Principles
1 This set of guidelines is intended for both Bachelor’s and Master’s degree students.

2 While being temporarily the guests of another university, pursuing a study plan compatible with their degree curriculum, students remain matriculated at USI.

3 It is worth stressing that mobility students remain subject to the Regulations of their home institution. Results of examinations or other coursework obtained outside USI will be integrated inasmuch as they satisfy the criteria of credit award of this University. The host institution provides guest students with the same resources and infrastructure available to its own students. Thus, guest students attend classes and take examinations by the same standards as resident students. At the end of the stay, students are issued with an official transcript,
which records details of successful examinations, related grades, and credit points; if required, an attendance certificate may also be issued.

4 Each student is responsible for organizing his/her study abroad period. Note, however, that unless they elect to be freemovers, students should not contact the host institution directly. This part of the procedure is conducted between the USI's International Relations and Study Abroad Service and its counterpart in the partner institution, according to the terms of the existing agreement.

1.4 Duration
A stay abroad generally lasts one semester (30 ECTS points) when the student undertakes it as part of a Master’s programme; and may be extended to a maximum of two semesters if it is undertaken during the undergraduate (Bachelor’s) programme.

1.5 Learning Agreement and credit validation
1 Pass results in examinations taken outside USI are fully recognised in accordance with the terms and conditions stipulated in the degree curriculum and the Study Regulations.

2 To guarantee and facilitate the accreditation of his/her results, the student is expected to put forward a list of courses he/she plans to attend at the host institution. This is done by completing the Learning Agreement, which may be downloaded from the web site. The study plan of a Bachelor’s candidate needs to be approved by the Director of Examinations; while that of a Master’s candidate needs to be approved by the Master’s programme Director.

3 As a rule, the host institution arranges for examination results to be sent directly to the Director of Examinations and/or to USI’s International Relations and Study Abroad Service. It is the Director of Examinations’ responsibility to register the corresponding ECTS points and notify the student.¹

4 Outside the ECTS area
Students who spend their mobility semester outside the European Credit Transfer System area are advised to attend as many courses and take as many examinations as is necessary in order to obtain the number of credits corresponding to an equivalent semester programme at the host institution. The International Relations and Study Abroad Service at USI checks and confirms the number of credits considered to be equivalent to a full-time programme before the student’s departure. The Learning Agreement must in any case and ultimately be approved by the Director of Examinations. The student who returns to Lugano with the appropriate results corresponding to the equivalent full-time programme, previously approved, will be awarded 30 ECTS points. If the full programme has not been achieved, the candidate will be awarded a pro-rata number of ECTS points on the basis of the equivalent full-time programme. Examination results for courses taken on exchange are not transferred to the diploma; only the name of the courses and the total credit for the exchange (normally 30) are. They are designated as ‘exchange credits’ on the final diploma. The exchange grades are not included in the calculation of the overall average grade achieved in the Bachelor/Master. For future use, students are entitled to document the received grade(s) by enclosing the transcript from the exchange institution.

5 The fact of spending time abroad or elsewhere in Switzerland, attending a university other than USI, does not in itself earn students credits; the value of a study semester away from the home institution is measured or quantified by formal course evaluation (grades) and related credits which the candidate earns on the basis of passing examinations or assessed written work delivered (e.g. dissertation, term and paper).

¹ The new Claude was formally approved by the Faculty on 31. March 2010 and came into force on that date.
1.6 Financial aspects

1 Students who undertake a mobility semester recognised as part of the criteria for obtaining a degree (Bachelor or Master) are granted a 50% reduction in the semester tuition fee. Should a student (especially free movers) incur substantial extra costs, for example, the payment of very high registration fees, he/she may put in a request in writing for a further reduction in the semester fee at USI.

2 Study grants
To find out more about grants and other funding sources, please go to: https://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects (Chapter "Financial aspects").

2. Typology of study abroad programmes

2.1 Introduction
Depending on individual demands, objectives and other personal reasons, students may choose from different types of ‘stay abroad’ opportunities: they may decide to remain inside the Swiss borders, and take part in the Swiss-mobility programme; or to benefit from one of the established European bilateral agreements (commonly referred to as SEMP – Swiss-European Mobility Programme); or to take advantage of a particular association of USI with a partner institution; or, finally, they may seek their own destination, by applying to study at an institution with which USI has no privileged connections, as a ‘freemover’.

2.2 Swiss mobility
While they remain matriculated at the Università della Svizzera Italiana, they may, for one semester (maximum two), attend classes and take examinations in any of the institutions of higher education in Switzerland in the framework of the ‘Swiss mobility’ programme. For detailed information on the Swiss mobility programme please consult the following page: www.desk.usi.ch/en/usi-students-mobility-programs-type-mobility.

2.3 European programmes
1 Students may apply to take part in the SEMP programme, by selecting one of the European universities with which USI has a bilateral agreement. The existence of a contract simplifies the administrative and financial aspects of the admission process considerably. Further information on the European programmes is available at the following page: www.desk.usi.ch/en/usi-students-mobility-programs-type-mobility.

2 An updated list of agreements and partner institutions may be viewed at the following link: www.usi.ch/en/university/info/relint/exchange/partner-universities.

2.4 Special agreements
Students may also spend a semester studying in a university linked to USI through a special partnership agreement, set up by fellow academics of the two institutions in order to encourage and facilitate student exchange programmes.

2.5 Freemovers
Where no agreement is in place, students may nonetheless seek information on a university of their choice and make an initial contact. The officer in charge of the mobility programmes
for the Faculty or the Master’s Director are ready to provide assistance especially during the initial phase, when an official introduction of the student to the host institution or an authorization letter may be required to advance the admission process.

### 2.6 Summer schools

Students enrolled at the Faculty of Economics (both levels) can transfer up to 6 ECTS points earned by participating in a summer school programme. 2

### 3. Organisation of an exchange

#### 3.1 General information on enrolment and admission procedures

1 Students will find ample information on criteria and conditions of admission, contacts with the partner institution, closing dates for application, accommodation, insurance, study grants, end of stay report, and other items of practical information, on the web site of the International Relations and Study Abroad Service: www.usi.ch/en/university/info/relint.

In particular, please read the document Study Abroad Guide available at the following link: www.desk.usi.ch/sites/default/files/storage/attachments/relint-study-abroad-guide.pdf.

2 Remember that, in the case of reciprocal or bilateral agreements, the text of the contract stipulates a maximum number of admissible students per semester or academic year. Should one or the other party wish to deviate from the rule, exceptions can occasionally be granted, depending on the degree of flexibility of the partner institution. It is also worth stressing that exceptions to the rule might have a direct (negative) impact on the level of funding allocated to SEMP grants.

#### 3.2 USI’s International Relations and Study Abroad Service

1 The International Relations and Study Abroad Service of the Università della Svizzera italiana provides targeted advice and practical assistance to undergraduate and graduate students as they consider joining a study-abroad programme in Switzerland, Europe, or extra-European countries.

2 The Service’s mission is to look after students who, having carefully examined the possibilities, require assistance with the administrative and organizational aspects of the stay and with various steps in the procedure of admission to the chosen university.

3 Informative events are organized during the autumn term for all students. The coordinators outline the essential aspects of the study-abroad programme; at the end of the presentation, students are invited to ask questions or more details on particular cases or related matters.

Contact:
International Relations and Study Abroad Service
Telephone: +41 58 666 4626
Email: relint@usi.ch
Office 332 (West Campus, main building, level P3)
Office hours: posted on the office door

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2 The new Clause was formally approved by the Faculty on 26.03.2014 and came into force on that date.
3.3 Director of examinations

1 The Director of Examinations must be kept informed as follows:
   1. during the preparatory stages (submission of the Learning Agreement),
   2. during the stay abroad (submission of any possible changes in the list of subjects
      previously put forward),
   3. at the end of the stay abroad period (recording, conversion of grades and accreditation
      of ECTS points).

2 The Learning Agreement is completed in Mobility Online, the official platform to manage
   exchanges. Courses are checked and approved within the platform.

3 Examination results are notified as described in section 1.5 above.

Contact:
Prof. Edoardo Beretta, Director of examinations
Telephone: +41 58 666 4132
Email: delegato.studi.eco@usi.ch
Office 262 (West Campus, main building, level P2)
Office hours: by appointment