

## ERASMUS + GUIDELINES (May 2018 Version)

In order to organise your Erasmus+ period, the scholarship holder should:

### **BEFORE DEPARTURE (May)**

1. Go to the reference office (contact point for the destination which you won the scholarship for) and prepare your **Individual Study Plan** proposal, according to the Department model (see the Erasmus Commission document - [http://www.disafa.unito.it/html/allegati/internazionalita/esempio\\_di\\_PROPOSTA\\_DI\\_PIANO\\_DI\\_STUDIO\\_INDIVIDUAL\\_Apr\\_2013.doc](http://www.disafa.unito.it/html/allegati/internazionalita/esempio_di_PROPOSTA_DI_PIANO_DI_STUDIO_INDIVIDUAL_Apr_2013.doc) The same template is also on page 2 of these Guidelines)
2. Attach the **programmes of the courses** you intend to follow abroad to the ISP proposal (only when held in Italian, English, Spanish or French).
3. Submit all documentation to the DISAFA Erasmus Commission **by 10 June** for departures planned between 1 July and 31 December and **by 15 October** for departures planned between 1 January and 30 June.  
**PLEASE NOTE:** some foreign universities require you to complete the *Application Form* a few months before the academic year starts. So you should submit your ISP proposal as early as possible, even if you intend starting in the second semester.

### **APPROVALS (June for those starting in the first semester, November for those starting in the second semester)**

1. The Erasmus Commission examines the ISP proposal and sends it together with the instructions for its necessary approval to the respective Degree Course Commission. The approved ISP indicates clearly which compulsory courses in the official study plan must be eliminated and replaced by those to be taken at the foreign institution. The Student Secretariat will add the approved ISP to the student's profile once they have received it.
2. After approval, the student fills out the **Learning Agreement (LA)** - see template online) together with the exams and activities approved in the ISP proposal (under "**Before the Mobility**"), signs and sends it to the President of the Erasmus DISAFA Commission (ezio.portis@unito.it) for a final check.
3. The President of the Erasmus Commission signs and stamps the approved LA which the student must send to the foreign institution before departure as well as a copy to the University Erasmus Office (internationalexchange@unito.it)  
*N.B. students will shortly be able to upload their LAs which their foreign venues will be able to download. The University Erasmus office will inform students via their university e-mail when this new service is available.*

### **VARIATIONS MADE ABROAD**

1. If you need to change your LA once you have arrived abroad, you should make your changes on the original LA form (under "**During the Mobility**") and send it to the President of the Erasmus Commission for approval and signature. **Changes can only be made after consulting the Italian Reference at the host university.**
2. At the same time as the changes are made, you should also fill out a new ISP proposal and e-mail it to the local Reference and the President of the Erasmus Commission for approval. The Commission can take one month or more to process the documents, depending on its calendar.

### **YOUR RETURN**

1. Once you come back to Italy, you should give the University Erasmus office your certificate of attendance and Transcript of Records, (**ToR** - certificate of exams taken) and complete the **RECOGNISING COURSEWORK COMPLETED DURING ERASMUS AND INTERNATIONAL MOBILITY** form outlining the exams you took and which ones you would like to have converted.  
*N.B.* Some universities send the ToR directly to the University Erasmus Office
2. The Departmental Erasmus Commission completes the "**RECOGNISING COURSEWORK FORM**" by using the grade conversion table and then submits it to the Student Secretariat, which records the exams you took and re-inserts the exams corresponding to those not taken at home.

**PLEASE NOTE:** Erasmus mobility students are **NOT** exempt from University administrative deadlines, such as those for filling in the Career Plan, choosing Labs and Courses, etc. etc.

COURSE \_\_\_\_\_(e.g. BACHELOR DEGREE IN VITICULTURE AND ENOLOGY)

Student: \_\_\_\_\_

Foreign location: \_\_\_\_\_(e.g. SPAIN / E-CORDOBA01)

Erasmus reference name: \_\_\_\_\_(e.g. Prof. Andrea Schubert)

# INDIVIDUAL STUDY PLAN PROPOSAL SHOWING EXAMS TO BE TAKEN ABROAD

Subjects included in the Study plan	Italian credits (=ECTS)	Scientific Subject Sector	Current situation (*)			
Agricultural Economics	5	AGR/01	X			
Economics and management of agro-industrial business	5	AGR/01	X			
Fundamentals of agricultural biochemistry	3	AGR/13	X			
Agricultural chemical analysis of foodstuffs	5	AGR/13	X			
Food biochemistry	3	AGR/13	X			
Biology	5	BIO/03	X			
General chemistry	5	CHIM/03	X			
Institutions of organic chemistry	4	CHIM/06	X			
Mathematics	5	MAT/4	X			
Physics	5	FIS/07	X			
Statistics	3	SECS-S/01	X			
English I	4		X			
Economics and management of wine-growing business	2	AGR/01	X			
Principles of agronomy	4	AGR/02	X			
General viticulture	4	AGR/03	X			
Agricultural mechanics and mechanisation of viticulture	6	AGR/09	X			
Elements of soil fertility	2	AGR/13	X			
Sensory analysis of food products I	4	AGR/15	X			
Oenological chemical analyses	4	AGR/15	X			
Fundamentals of agricultural microbiology	4	AGR/16	X			
Oenological microbiology	5	AGR/16	X			
Vine morphology and physiology	5	BIO/04	X			
Wine legislation	4	IUS/03	X			
Ampelography	4	AGR/03	X			
Machines and plants in oenological industry	3	AGR/09	Y			
Quality management in oenological industry	3	AGR/15	Y			
Wine communication and image	2	SPS/10	Y			
Interdisciplinary exercises	1		X			
Vineyard management	9	AGR/03	Z			
Enology	9	AGR/15	Z			
Final exam	2		Z			
Subjects included in the Study plan	Italian credits (=ECTS)	Scientific Subject Sector	Current situation (*)	Title disciplines to be followed abroad	Foreign credits	Credit/ Debt (SSD)
Oenological chemistry	4	AGR/15	W	OENOLOGICAL QUIMICS	4	
Vine entomology	5	AGR/11	W	PROTECCION DEL CULTIVO DE LA VID	6	+1
Vine pathology	5	AGR/12	W	UTILIZACION DE AGROQUIMICOS EN VITICULTURA	6	+1
Instrumental analysis in oenology	6	AGR/15	W	CRIANZA Y ENVEJECIMIENTO DE VINOS	5	-1
Oenological Technique	6	AGR/15	W	ELABORACIONES ESPECIALES	5	-1
Subjects of student's choice	6		W	CARACTERIZACION ESTRUCTURAL DE COMPUESTOS ORGANICOS EN ENOLOGIA	7	+1
Final exam (e.g. second level thesis) (**)	10		W	Italian tutor: prof.	10	-
<b>TOTAL EXAMS</b>	42				43	+1

(\*) (X) exams already taken, (Y) exams to be taken before departure, (W) exams to be taken abroad (Z) exams to be taken after Erasmus.

(\*\*) The student \_\_\_\_\_ has made arrangements with Prof. \_\_\_\_\_ who takes on the role of tutor in Italy for the final exam of the coursework completed during Erasmus.

**Courses are approved if taken at the foreign location and NOT at the University of Turin.**

**PLEASE NOTE: you must have obtained the credits required in your study plan and your chosen subject must be a practical subject in order to replace a lab (Bachelor's degree) with an Erasmus exam.**

**Interdisciplinary exercises CANNOT be replaced with subjects done during Erasmus.**