

Guidelines for the ERASMUS+ program

There are three people with whom you will interact at Sapienza when you participate at the Erasmus+ program:

- Aris Anagnostopoulos (RAM – Responsabile Accademico per la Mobilità), who is in charge of evaluating the compatibility of your Erasmus application with respect to the academic content, and for assigning grades when you return.
- Daniela Lo Tenero, who is responsible for the administrative procedure for the Data Science master.
- The university Erasmus office.

In this document you can find some guidelines that will help you when you need to interact with Aris regarding the Erasmus+. The goal is you to provide the necessary information so that we are both sure that your program selection is correct.

Of course, in addition to these guidelines you must follow the official Erasmus+ procedures found in the call or given to you by the administration.

There are various time that we may need to interact: when you apply for a position, before you leave, when you are abroad, and after you return.

When applying for a position:

- In the call you can find the locations to which universities you can apply.
- You need to find a set of courses with corresponding courses here.
- You need to find 24 credits ECTS per semester that you plan to spend abroad.
- Note that the correspondence of courses abroad and Sapienza is not 1-to-1 but all-to-all, so there is some flexibility.
- It is probable that to find a good set of courses abroad, you need to change your study plan. If you are not sure that the new study plan is acceptable, talk with Pierpaolo Brutti.
- If you are not sure about whether the program that you choose is acceptable, you can contact Aris. Send an email with the *mapping* (see below).
- Note that we cannot recommend you what courses to take. For example, do not send a request of the type: “I want to go to University of blah, here is the list of courses that they offer, can you recommend some to put in my program?” If however, you have some specific suggestions, then you can contact Aris to confirm they are valid.
- If we cannot decide through email we can also meet. When we meet have ready all the information of potential study plans described in the *mapping* (below); for example, the web page with the description of the potential courses abroad. After we meet, send an email with the *mapping* that we have decided.

Before you leave, after you are accepted:

- Before you leave you will need to fill into the system the learning agreement. Because the system does not give details, when you fill it in, you must also send an email to Aris with the *mapping* (see below) in the learning agreement.

When you are abroad (change form):

When you go abroad, you may have to ask for changing your courses by completing a change form.

- You must make the request and get the approval of the change form **before** you start the courses.
- You complete the change form online. However the system does not provide to us enough information, so we do not know (and not remember!) what courses you had selected before you left. So, when you apply you must also send an email to Aris with:
 - The last *mapping* (see below) that has been approved.
 - The changes in courses that you want to do, and the reason for them.
 - The final *mapping* after you change the courses.

Mapping of courses Sapienza and abroad:

As *mapping* of courses we mean a table that contains:

- The name of the university and the department abroad
- What semester the mapping refers to (semester 1, semester 2, semesters 1&2)
- A list of the courses that you plan to do abroad. For each course: (1) the title, (2) the semester, (3) the number of credits in ECTS, and (4) a link to the course web page where we can see the topics covered.
- A list of the corresponding courses here. For each course: (1) the title, (2) the semester

To have your grades accepted at Sapienza:

After you finish, the university that you have attended must send to Sapienza in an official way the courses that you have passed and the grade that you have obtained. This conversion process is not always obvious, but as a general guideline we use the following table:

ECTS Grade	Grade (on a 30 scale)
A	30 cum laude
B	29
C	27
D	24
E	20