

Guidelines for Outgoing Free Mover Mobility

These guidelines have been extracted from the **International Mobility Guidelines** of the University of Pavia.

This type of mobility does not involve any commitment from the University of Pavia.

All procedures and requirements for participating in Free Mover activities are entirely the responsibility of the student.

The student must personally handle the acceptance procedures and meet the admission requirements set by the foreign university. Additionally, they must arrange and cover all expenses related to their stay (food, accommodation, healthcare, etc.) and any aspects related to taking exams at the host institution.

The academic bodies responsible for recognizing educational activities may still evaluate the student's experience abroad and proceed with a possible validation of the activities undertaken.

Types of Activities as a Free Mover

A Free Mover study period abroad may include:

- Attending courses and taking exams;
- Preparing a thesis;
- Completing an internship.

The procedure can be initiated by the student at any time, considering the academic organization of the host university and their own study commitments at the University of Pavia.

Suggested Procedure

Academic boards manage their processes autonomously, but the following procedure is recommended:

1. The student submits their study plan to the relevant academic board, including:
 - A request for authorization from the academic board, complete with the study program to be undertaken abroad;
 - An acceptance letter from the host institution specifying the period and planned activities;
 - A declaration of assumption of risk related to the stay abroad;
 - A copy of the safety protocol adopted by the host institution (usually available on their website);
 - If attending courses and taking exams at the host institution: a copy of the **Learning Agreement**, signed by the International Mobility Delegate of the student's degree program.

- If the student plans to attend full courses and request recognition at the University of Pavia, they must **suspend their studies** by submitting a formal request to the Rector.
- 2. If the activities undertaken abroad do not correspond to any course in the student's study plan at the University of Pavia, they may request "**additional educational credits**". These credits do not count towards graduation requirements or scholarship calculations but will still be recorded in the student's academic record.
- 3. The **Degree Program Board** will review and approve the Free Mover's study plan through a specific resolution, ensuring prior recognition of the planned studies abroad.

Upon Return

To request recognition of activities completed abroad, the student must submit the following documents to the academic board:

- A **formal request** for the recognition of completed educational activities;
- A **certificate of attendance** or a **Transcript of Records** issued by the host university, detailing completed activities and any obtained credits.

No credits beyond those listed in the **Transcript of Records** and previously approved by the academic board's resolution will be recognized.