

# MEMORANDUM FOR INCOMING ERASMUS STUDENTS

## DEPARTMENT OF EDUCATION AND HUMANITIES (DESU)

The Erasmus Committee of DESU consists of three professors: Roberta Mineo, coordinator of the Committee, who is responsible for the study plans of Unimore students spending one or two semesters abroad; Rita Bertozzi, who handles the validation of activities/courses for Unimore students upon their return; and Annalisa Sezzi, who oversees the study plans of Incoming students. They are assisted by an organizing tutor for internships at kindergartens and primary schools in Reggio Emilia (Ufficio tirocinio SFP) or Dr. Maria Varga for internships at pre-schools for children aged 0-3 or other internships (Ufficio stage DESU). The Student Mobility Office manages all administrative and bureaucratic aspects of the programme, providing support to students and the Committee as well as mediating, when required, with the administrations of partner universities.

## LEARNING AGREEMENT

The Learning Agreement is a study plan agreed upon between the two partners (the Department of Education and Humanities - DESU - on one side and the home university on the other), for the recognition of exams taken and credits acquired during the exchange period. The first step is to draft the Learning Agreement. The Learning Agreement is signed by the student, Dr. Sezzi, and the Erasmus+ coordinator of the partner university. The Learning Agreement must be signed before arriving at DESU by sending a proposal to Dr. Sezzi, previously agreed upon between the student and their Erasmus+ coordinator. She will review the proposal and, if necessary, suggest modifications. Students should never contact a Unimore professor before arriving in Reggio Emilia. The Learning Agreement can be modified, if necessary, during the mobility period but always before the start of exams: in this case, it must be signed again by the student, Dr. Sezzi, and the Erasmus+ coordinator of the partner university.

Incoming students can find the courses available for inclusion in the Learning Agreement at the following links:

1. **[83-213] EDUCATION SCIENCES FOR EARLY CHILDHOOD AND SOCIO-PEDAGOGICAL PROFESSIONS**  
<https://unimore.coursecatalogue.cineca.it/corsi/2023/10737/insegnamenti>
2. **[83-251] PEDAGOGY**  
<https://unimore.coursecatalogue.cineca.it/corsi/2024/10194/insegnamenti>
3. **[83-260] MEDIA EDUCATION IN HUMANITIES AND PUBLISHING**  
<https://unimore.coursecatalogue.cineca.it/corsi/2024/10772/insegnamenti>
4. **[83-253] LEARNING THEORIES AND METHODOLOGIES FOR DIGITAL EDUCATION**  
<https://unimore.coursecatalogue.cineca.it/corsi/2024/10860/insegnamenti>
5. **[83-252] PRIMARY TEACHER EDUCATION**  
<https://unimore.coursecatalogue.cineca.it/corsi/2023/10409>

Incoming students must verify that the courses they are interested in are offered during the mobility period. Classes are taught in ITALIAN. Students cannot request simplified programmes or reduced bibliographies. Only after attending the course can students ask the course professor for a “support” bibliography in another language, but generally, exams are taken in ITALIAN. Some courses have a modular structure, with a classroom-based part and a laboratory part with a specific schedule (e.g., 8+1 ECTS). Incoming Erasmus students do not need to attend the laboratory; those ECTS will be obtained through additional reading material provided by the professor. Incoming students are considered Unimore students throughout their stay and are therefore encouraged to attend classes and seminars. The Department of Education and Humanities is located in Reggio Emilia in Viale Timavo 93 - Palazzo Baroni. We suggest that Incoming students find accommodation in Reggio Emilia.

## **ITALIAN LANGUAGE COURSES**

Incoming students can attend Italian language courses starting from level A1, offered by the University Language Centre (CLA), located in Modena, after taking an Entry Test. It is also possible to attend A1 online courses. For further information, visit: <https://www.cla.unimore.it/site/en/home.html>.

For other Italian language learning opportunities, please contact Dr. Sezzi.

## **EXAM REGISTRATION**

For exam registration, please refer to the procedure in the Registration Guide for Incoming students, page 13, section “How to register for exams” and the Tutorial: <https://vimeo.com/352671790>

For the exams to be correctly registered in the Transcript of Records, students must take them on a date when they are still officially enrolled at Unimore. It is not possible, therefore, to take exams on dates other than the official ones scheduled at DESU. The class and exam session schedules can be found at the following link: <https://desu.unimore.it/it/didattica/organizzazione-didattica/calendario-didattico>

## **INTERNSHIP SFP IN KINDERGARTENS AND PRIMARY SCHOOLS**

Incoming students can undertake internships at the same schools attended by Unimore students. They can choose between direct and indirect internships. The internship is personalized and based on the Learning Agreement. The number of hours and/or ECTS requested by the Incoming Erasmus student are agreed with the tutor according to the actual duration of stay at DESU and the student's language proficiency. In order to establish the most suitable internship, the tutor will check, among other conditions, the student's proficiency in Italian. Only students with at least an A2 level in Italian can undertake the internship at primary school. Each Incoming student can request that only the HOURS, and not the ECTS, be recorded in the final Transcript of Records if their university has a different/more favourable conversion system. The internship is a part of the Learning Agreement signed by the three parties and can be modified during the mobility, depending on the requests of students, university tutors, and hosting schools.

Incoming students can access, barring exceptional circumstances, the following types of internships:

- T2 (2nd-year Internship) in the 1st semester: 75 hours of internship (8 hours health and safety course, 17 hours indirect internship with university tutors + 50 hours direct internship at school with a hosting tutor), corresponding to 3 ECTS;
- T3 (3rd-year Internship) in the 2nd semester: 125 hours of internship (25 hours indirect internship with university tutor + 100 hours direct internship at school with a hosting tutor), corresponding to 5 ECTS;
- T2 and T3 (2nd and 3rd-year Internship) only for students staying at the University for the entire academic year. Incoming students attending both internships in the 1st and 2nd semesters should do T2 first in order to access T3 later (except for organizational exceptions at the university).

Indirect internship is conducted at the University and is preparatory to the direct internship. During the indirect internship, students will learn the essential regulatory, pedagogical, and didactic references of Italian kindergartens and primary schools and some examples of good practices from local schools. During the indirect internship, and before starting the school internship, students must complete the 8-hour online health and safety course and submit the certificate to the university tutor. Direct internship will be conducted at kindergartens and primary schools affiliated with Unimore. The students' participation in class activities will involve teaching, in close collaboration with the school tutor. At the end of the internship, the student must make a summary of what they learnt during the internship which they will discuss in Italian with the university tutor.

To start the internship procedures and agree on the methods, AFTER arriving at DESU, the Incoming student must contact the organizing tutor of the Internship Office SFP to sign the training project, in agreement with the University and the partnering school institution.

## **INTERNSHIP IN OTHER INSTITUTIONS**

Incoming students can undertake internships at other companies affiliated with Unimore. The affiliated companies can be found on the Placement Platform (<https://placement.unimore.it/> - Services for students and graduates - list of affiliated companies for internships). New agreements can be signed with partners not yet accredited to DESU: the Incoming student must contact Dr. Varga to find out more information regarding how it works. After finding a company willing to host them, the student registers on AlmaLaurea and contacts one of their professors to ask them to be the Academic Tutor. To start the internship procedures and agree on the methods, AFTER arriving at DESU, and AFTER FINDING AN ACADEMIC TUTOR, the Incoming student must contact Dr. Maria Varga of the Stage Office (stage.educazione@unimore.it). At the end of the internship, the student must submit two final reports to their Internal Tutor of the Degree Course: one from the external Tutor dependent on the host structure, and one written by the student.