



STUDENT MOBILITY CALL FOR PROPOSALS ACADEMIC YEAR 2022-2023

Rectoral Decree no. 16/2022

GENERAL INFORMATION

This call for proposals is based on **Regulation (EU) 2021/817** of the European Parliament and of the Council establishing **Erasmus+**: the Union Programme for education and training, youth and sport. It focuses on three Key Actions (KA), namely learning mobility (KA1), cooperation among organisations and institutions (KA2) and support to policy development and cooperation (KA3).¹

Under *Key Action 1*, the Programme shall support the learning mobility of higher education students from all fields of study and study cycles. The aim of this action is to contribute to the creation of a European Educational Area and to foster the integration of education and research to promote critical thinking.

Key Action 1 (KA1) – Learning Mobility

This call for proposals promotes **Student Mobility for Studies**, providing opportunities for studying (**from 2 to 12 months**) at a higher education institution in one of the following **eligible countries**.

Member States of the European Union (EU)

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden

Members of the European Free Trade Association (EFTA) that are members of the European Economic Area (EEA)

Norway, Iceland, Liechtenstein

Acceding countries, candidate countries and potential candidates

Republic of North Macedonia, Republic of Turkey and Republic of Serbia

Eligible Partner Country: United Kingdom.

The Programme shall be open to the participation of the above-mentioned countries ensuring students can take classes, use university facilities, carry out research for thesis preparation and validate credits on their return to the sending institution as stated in the *Learning Agreement*.

All grant beneficiaries have the '**status**' of Erasmus+ student – they are exempted from paying fees for tuition² at the host institution, are allowed to use all services provided by the Partner University on equal terms with local students and to obtain full recognition of academic activities completed abroad.

The present call for proposals is published, despite the ongoing health emergency, in order to allow students to optimistically look ahead and plan their educational activities for the next academic year.

Before departure, students are therefore advised to **check the provisions in force in the eligible countries** concerning any restrictions or specific government regulations. Students embarking on their mobility abroad must submit a waiver confirming they have assessed all the conditions in the destination country.

¹ For additional information regarding the programme and the sectors of interest, please consult the official Erasmus+ site available at http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.

² Normally, the host institution is not allowed to charge ERASMUS students for tuition fees (in particular, fees for class attendance, enrolment, exams, lab and/or library access fees). However, the host institution may require a small fee to cover insurance costs, membership of student unions, reduced transportation costs, or the use of other equipment (photocopies, lab supplies, etc.) applying the same rates as local students.

The present call for proposals has been translated into English only for the purpose of dissemination. The Italian original is the only valid version of the document as far as implementation, the resolution of disputes and legal interpretation are concerned.

Art. 1 – Eligibility Criteria

Erasmus+ Student Mobility for Studies Call for Proposals **2022** is now open. All **students enrolled in undergraduate and graduate degree courses during 2022-2023 academic year** are eligible for a grant in accordance with existing bilateral cooperation between the University of Macerata and eligible European Universities.

Doctoral students must enrol in 2022-2023 academic year and send a copy of the payment to the International Mobility Office before the beginning of their mobility, which must be completed within the period of the academic year of enrolment (01/11/2022 - 31/10/2023).

The partner universities and the number of students' scholarships are listed in the *List of Agreements Document* available at <http://iro.unimc.it/studenti/studenti-in-partenza/erasmus/erasmus.studio>.

For Erasmus+ Programme, **students may carry out either one or a combination of study period and traineeship** activities. The same student can spend up to 12 months maximum per each cycle of study, independently of the number and type of mobility activities. In one-cycle study programmes, students can be mobile for up to 24 months.

Students are eligible for one mobility per academic year.

It is therefore possible to carry out one or more Erasmus+ mobility activities (study period and/or Traineeship) up to a maximum of

- **12 months in the first cycle** (Bachelor or equivalent)
- **12 months in the second cycle** (Master or equivalent)
- **24 months in one-cycle degrees**
- **12 months in the third or doctoral cycle**

NOTA BENE: The maximum months' criterion for mobility activities pertains to the *status of Erasmus student and not the months covered through the grant*. Therefore, the maximum months of Mobility for Studies also includes those without grants.

Any periods of Erasmus+ mobility carried out in virtual mode from the country of habitual residence **will not be considered in determining the maximum number of months** of Erasmus mobility per study cycle.

By applying to the Erasmus+ for Studies call a.y. 2022-2023, students declare to have many available months congruent with the rule mentioned above.

It is the responsibility of each student to verify the number of Erasmus months still available for the relevant cycle of studies when applying for this call. In case of false declaration, the mobility may be cancelled with the return of the financial contribution provided. In this regard, it is recalled the criminal liability for false statements under the Penal Code and special laws on the subject in Italy (art. 76 of Presidential Decree no. 445/2000).

Students and/or near graduates of **one-cycle study programme** are entitled to **up to 24 months** of Erasmus+ mobility activities (for Studies and/or Traineeships). 12 additional months may be added if they subsequently enrol in third cycle study programme.

This criterion allows students participating in the Erasmus+ Programme to receive a number of mobility grants for studies or traineeships in various European countries as they progress through degree cycles.

Students shall decide whether to carry out a physical mobility if conditions permit, or a blended mobility only if combined with a physical mobility of at least 2 months.

The University of Macerata fosters gender equality and allows all students who meet the following eligibility criteria by the deadline of the call to participate in the Erasmus+ for Studies Programme:

- At the time of applying, students **must be properly enrolled in the 2022-2023 academic year** in a regular course of study at the University of Macerata leading to exams registration and a recognised degree as follows.
 - a. for the a.y. 2022-2023, students of **Bachelor** or **one-cycle degrees** (i.e., Law) shall enrol also in the first year
 - b. for the a.y. 2022-2023, students of **master's degrees** shall enrol also in the first year
 - c. for the a.y. 2022-2023, **Doctoral** candidates shall enrol at least in the second year

It is the responsibility of all students to enrol in the 2022-2023 academic year before departure and to inform the International Mobility Office thereof.

- Students must comply with the conditions relating to the Erasmus student *status*: they can be mobile for **up to 12 months maximum per each study cycle** (Bachelor, Master, Doctoral) and **up to 24 months for one-cycle programmes**, independently of the number and type of mobility activities.
Previous mobilities within LLP Erasmus 2007 – 2013 and Erasmus+ 2014 – 2020 Programmes counts towards the 12 or 24 months per study cycle.
- Students must carry out their mobility activity in any Programme Country or Partner Country **different** from the country of the sending organisation and the student's country of residence.

MOBILITY TOWARDS STUDENT'S COUNTRY OF RESIDENCE: mobility for studies is not permitted at Italian universities or universities in the student's country of residence if the applicant is not an Italian resident.

NOTA BENE: For mobilities in **Non-EU Programme Countries**, it is a responsibility of all the applicants to gather information regarding **visa and residence permits**. Applicants who are not EU citizens or EU citizens of countries that are not part of the Schengen zone are advised to consult the EU Immigration Portal and the Diplomatic Missions of their home country located in the receiving country.

- Outgoing students must have an adequate knowledge of one of the two languages of the destination country³.

NOTA BENE: Students who do not reach the **language level** requested by the receiving institution and specified in the *List of Agreements Document*, **will not be eligible** and therefore **will not be listed in the ranking**.

- In no circumstances shall applicants do benefit in the same period from any other EU funding received for any other project. It is a responsibility of the Erasmus grant beneficiary to ensure that identical items of expenditure are funded by a single source in order to avoid the risk of double-funding related to other EU projects, such as 'Horizon2020' or former 'Erasmus Mundus programme'.

Art. 2 – Application Procedure

Applicants are required to submit their application online to the International Mobility Office using the correct form available at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022/2023", section "ISCRIZIONE"). **The application must include the following data: a) personal information; b) registration number; c) Tax code; d) an email address.**

The deadline for submission of applications is Wednesday, 14 September, 2022 at 1:00 pm. After submission, applicants receive the application form by e-mail. This e-mail must be scanned with the **applicants' signature** and sent to the International Mobility Office by the deadline set on **Wednesday, 21 September, 2022 at 1:00 pm**.

³ To apply to this call for proposals, a minimum language level is required. Please consult the information contained in the *List of Agreements Document* and the additional information regarding partner institutions available on the website of the International Mobility Office <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022/2023", section "SEDI") and on the partner universities websites.

Failure to deliver the original signed e-mail may lead to the exclusion of the applicant from the selection procedure⁴.

The application may be submitted for a maximum of **four destinations**⁵ indicating the order of preference and giving priority to the subject areas which are relevant to the student's course of study (please consult the relevant table entitled 'Attinenze'). All suitable candidates will be included in the ranking list, which will be used to fill all the available positions (in accordance with deadlines of Partner Universities).

NOTA BENE: All students interested in the selection procedure are invited to take part in the informational meetings, which will be published at a later date.

NOTA BENE: Students are invited to independently check the application deadlines set by Partner Universities, as some of them are set close to the publication of the ranking list of this call for proposals. Please make sure to prepare and submit all the required documentation before the specified deadline.

Art. 3 – Formulation and Approval of the Ranking List

The **ranking list** is formulated using the criteria set forth below. Please note that in order to be evaluated, students must meet the **general eligibility requirements (Art. 1 of this call)**, with particular reference to the **minimum language level** required by the Partner institution and indicated in the *List of Agreements Document*.

Therefore, it is a responsibility of the students to check on the language level requirement and to gather additional **information relating to the selected University** by consulting the International Mobility Office's web page at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022-2023", section "SEDI") and on the partner universities' websites.

Applications will be assessed against the following criteria:

1. Priority is given to students who have never benefited from an Erasmus+ grant;
 2. The order of preference of the European Partners selected by the student;
 3. The mobility activity has to be compatible with the student's degree-related learning;
 4. **Academic merit and language proficiency:** a maximum of **100 points** for this criterion;
- 4.1. Academic Merit:** a maximum of **40 points** for this criterion awarded as follows:

4.1.1. Bachelor's Degree and One-Cycle Degree Students: the total score is equal to the sum of items 4.1.1.1 and 4.1.1.2.

4.1.1.1. A-levels grade: For this requirement, applicants may score up to **4 points**. It is calculated through the following mathematical formula which allows the weighted average to be related to a number between 1 and 4 (marks are considered without any honours).

$$\frac{\text{A-LEVELS GRADE (out of 100)} - 60}{10} \quad \text{added to}$$

4.1.1.2. Weighted average of exams: For this requirement, applicants may score up to **36 points** taking into account the average of the exams registered by the Student Administration Office at the time of the deadline for this call based on the number of credits acquired. It is calculated according to the following mathematical formula which allows the weighted average to be related to a number between 0 and 36 (marks are considered without any honours).

⁴ Students are advised to use their UNIMC e-mail account, which can be activated through the following web page <http://mail.studenti.unimc.it/>. Some e-mail providers do not deliver e-mail sent by the University server or send it to the SPAM folder. Therefore, if a candidate supplies an e-mail address that is not an UNIMC account, the university will not be held responsible for the failure to deliver an automated e-mail for printing (which can result in disqualifying the candidate) nor for any eventual problems communicating with the candidate. Please check the e-mail account you provide at least once a week to see if there are urgent messages from the International Mobility Office – even at the opening of the call.

⁵ Before submitting their applications, students should verify whether there peculiarities regarding the Partner University by consulting the International Relations Office's website at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022-2023", section "SEDI"). This information can be found in this section and on the partner universities' websites.

$$\frac{\text{AVERAGE OF EXAMS * CFU EARNED}}{\text{YEARS OF STUDY}} / 50$$

4.1.2. **Master's Degree Students:** the total score is equal to the sum of items 4.1.2.1 and 4.1.2.2.

- 4.1.2.1. **Bachelor's Degree Grade:** For this requirement, applicants may score up to **4 points**. It is calculated according to the following mathematical formula which allows the Bachelor's Degree Grade to be related to a number between 0 and 4 (marks are considered without any honours).

$$\frac{\text{BD'S GRADE} - 66}{11} \quad \text{added to}$$

- 4.1.2.2. **Weighted average of Master's Degree exams:** For this requirement, applicants may score up to **36 points** taking into account the average of the exams registered by the Student Administration Office at the time of the deadline for this call based on the number of credits acquired. It is calculated according to the following mathematical formula which allows the weighted average to be related to a number between 0 and 36 (marks are considered without any honours).

$$\frac{\text{AVERAGE OF EXAMS * CFU EARNED}}{\text{YEARS OF STUDY}} / 50$$

4.1.3. **Doctoral Students:** the total score is equal to the sum of items 4.1.3.1 and 4.1.3.2.

- 4.1.3.1. **Master's Degree Grade:** For this requirement, applicants may score up to **4 points**. It is calculated according to the following mathematical formula which allows the Bachelor's Degree Grade to be related to a number between 0 and 4 (marks are considered without any honours).

$$\frac{\text{MD'S GRADE} - 66}{11} \quad \text{added to}$$

- 4.1.3.2. **Doctoral Qualifying Exam Grade:** for this requirement, applicants may score up to **36 points**. It is calculated according to the following mathematical formula which allows the weighted average to be related to a number between 0 and 36 (marks are considered without any honours).

$$\frac{36 * \text{EXAM GRADE}}{10} \quad \text{added to}$$

4.2. **Language assessment:** the evaluation of language competences will generate a score of up to **60 points**. Knowledge of one of the **four main Community languages** (French, English, Spanish, and German) is assessed depending on the Partner University selected by the student; **the first and second language** indicated in the *List of Agreements Document* are also taken into consideration⁶.

Starting from 2014, the Erasmus+ Programme has given more relevance to the language proficiency by introducing corresponding information in the Erasmus bilateral agreements of partner universities. As a result, the language assessment – which was only used in the processing of the ranking list – has become an important criterion without which Partner Universities may not accept the students.

⁶ In the case where the first and second language are the same, the student has to take only one test.

NOTA BENE: Students who do not have the **language level** requested by the Partner University and indicated in the *List of Agreements Document*, **will not be eligible for the university** they have chosen and will therefore not be included in the ranking list.

Language levels may be demonstrated through an **international language certification** from a certifying body recognised by MUR (Italian Ministry of University and Research) issued no later than 3 years before university enrolment. The level must be equal to or higher than the one requested by the Partner University. If students do not possess a certification, they must take a **proficiency test** arranged by the International Mobility Office.

Students who have an **international language certificate** issued by a certifying body recognised by the MUR and **wish to be exempt from taking the language test envisaged by this call for proposals** must follow the procedures indicated on page <http://cla.unimc.it/it/servizi/riconoscimento-certificazioni-bando-erasmus-studio-2022-2023-RT> in order to have their certificate verified by the University Language Centre (CLA) **no later than 07/09/2022 (dd/mm/yyyy format)**.

Students who do not have a language certificate or whose language level is lower than the one requested by the Partner University **must take a language assessment test**, which will take place **from 19 to 23 September 2022** at **Polo Pantaleoni** ("Maffeo Pantaleoni" Building / Entrance on Armaroli Street). To find out the specific date and time of the test, please consult the following web page <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022/2023", section "TEST"). This information will be available beginning on Friday, 16 September.

Please note that Partner Universities are entitled to arrange further language assessment tests in accordance with their own institutional regulations. **In case of different assessments, Partner Universities have the right to decline the student's application.** Therefore, it is a responsibility of the students to consult the International Mobility Office webpage and Partner Universities' websites to gather further information, to check the **requested language levels and the assessment procedures** before submitting their applications.

4.2.1. Partner University FIRST LANGUAGE. For this requirement, applicants may score up to **30 points**.

4.2.1.1. Scoring: Applicants' language assessment or language certification level will be evaluated as follow.

A1- level: 4 points;
A1 level: 5 points;
A1+ level: 6 points;
A2- level: 9 points;
A2 level: 10 points;
A2+ level: 11 points;
B1- level: 14 points;
B1 level: 15 points;
B1+ level: 16 points;
B2- level: 19 points;
B2 level: 20 points;
B2+ level: 21 points;
C1- level: 24 points;
C1 level: 25 points;
C1+ level: 26 points;
C2- level: 29 points;
C2 level: 30 points.

4.2.2. Partner University SECOND LANGUAGE. For this requirement, applicants may score up to **30 points**.

4.2.2.1. Scoring: Applicants' language assessment or language certification level will be evaluated as follow.

A1- level: 4 points;
A1 level: 5 points;
A1+ level: 6 points;
A2- level: 9 points;
A2 level: 10 points;
A2+ level: 11 points;
B1- level: 14 points;
B1 level: 15 points;
B1+ level: 16 points;
B2- level: 19 points;
B2 level: 20 points;
B2+ level: 21 points;
C1- level: 24 points;
C1 level: 25 points;
C1+ level: 26 points;
C2- level: 29 points;
C2 level: 30 points.

5. "Erasmus Buddy" Programme. Students who have welcomed and guided international students in prior academic years (starting from the 2015-2016 academic year) for the "Erasmus Buddy" programme promoted by the International Mobility Office will be entitled to five extra points – **one point for each positive opinion obtained** by the student they helped. The International Mobility Office will verify this information.
6. In case of equal ranking, priority will be given to students 'in course' with their coursework.
7. In case of a further tie, priority will be given to the youngest candidate.

The ranking list is approved by the Rector and published by **3 October 2022** at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022/2023", section "GRADUATORIA").

It represents an official communication to candidates.

The selection of candidates will not guarantee the possibility of departure in the event of intervention by the Italian government and the foreign governments impeding the movement of persons or the stay in their territories for prevention purposes.

Art. 4 – Grant Amount

The mobility grant is provided as follows.

- a. A grant awarded by the National Erasmus+ INDIRE Agency. The amount of the grant varies according to the country in which the mobility takes place:
 - **Group 1 (high cost of living):** Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway, United Kingdom. The grant amount for a mobility to countries in Group 1 is **€ 350.00 per month**;
 - **Group 2 (medium cost of living):** Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal. The grant amount for a mobility to countries in Group 2 is **€ 300.00 per month**;
 - **Group 3 (low cost of living):** Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Republic of Serbia, Slovakia, Slovenia, Republic of North Macedonia, Republic of Turkey. The grant amount for mobility to countries in Group 3 is **€ 250.00 per month**.

To benefit from the European funding, students **must have spent at least two months at the partner institution and have to have attended at least one teaching activity duly certified by the partner institution**. Doctoral students can choose between a standard mobility (from 2 to 12 months) and a short mobility from 5 to 30 days.

Students who are not in compliance with the conditions provided will forfeit the grant and **refund all money received**.

The financial contribution may not cover the entire cost of the study period abroad but is intended to partially offset the higher costs of study mobility.

The University of Macerata cannot transfer the financial contributions to beneficiaries until the National Erasmus+ INDIRE Agency has accredited the Erasmus+ funds to the University.

The grants are transferred to beneficiaries in two instalments: 80% within 30 days of the date when the mobility starts and the balance after completion of the individual questionnaire on the study period abroad (after return from mobility).

The Erasmus+ 2021/2027 Programme aims to promote Green Transport, i.e. modes of travel with a low level of CO2 emissions (such as train, car sharing, bus) in order to make international mobility more inclusive and sustainable. Action 1 of the Erasmus+ 2021/2027 program envisages two different types of contribution to support travel expenses incurred for the purposes of Erasmus+ mobility.

The green travel contribution is intended for the beneficiaries of Erasmus Studio mobility a.y. 2022/2023 who undertake a green travel to reach their destination. It is provided for distances up to 4,000 km and consists of a one-time travel contribution of € 50.00 and a daily allowance corresponding to the daily amount of the monthly grant. The daily allowance will be paid for each day of green travel (both outward and return) necessary to reach the destination for a maximum of 4 days.

The contribution for the green travel will be recognized after the completion of the Erasmus mobility.

NOTA BENE: Doctoral candidates who have been awarded a scholarships must choose between the Erasmus+ grant and the additional Doctoral scholarship for their time abroad. In no case can they be beneficiaries of both types of funding, as the grant and the scholarship are not cumulative.

NOTA BENE: Successful candidates on special leave with pay for educational purposes are required to ask their employer for a written statement regarding the compatibility of their salary with the mobility grant. This statement must be submitted to the International Mobility Office before signing the mobility contract.

- b. A contribution from the University⁷, which can be transferred to beneficiaries as of 10 November 2023 **subject to verification of financial availability and the actual achievement of minimum credits (see table approved by the Academic Senate on 22 November 2011)**. The contribution varies based on the contribution bracket of the candidate as established through the application for **tuition fee reduction for the 2022-2023 academic year** as indicated in the following tables.

MINIMUM CREDITS

- 12 MONTHS (60 credits in total): minimum of 38 credits
- 11 MONTHS: minimum of 35 credits
- 10 MONTHS: minimum of 31 credits
- 9 MONTHS: minimum of 28 credits
- 8 MONTHS: minimum of 25 credits
- 7 MONTHS: minimum of 22 credits
- 6 MONTHS: minimum of 19 credits
- 5 MONTHS: minimum of 16 credits
- 4 MONTHS: minimum of 13 credits
- 3 MONTHS: minimum of 9 credits

TABLE 1 – CONTRIBUTION BRACKETS⁸

ISEE Value	Contribution Bracket	Monthly Contribution
Up to € 15,000.00	I	€ 200.00
From € 15,001.00 to € 30,000.00	II	€ 160.00

⁷ Successful candidates residing in the EU cities of their Partner Universities will not benefit of the University's contribution.

⁸ In the event the contribution brackets change, it will be taken into account the brackets defined in the Student Administrative Guide for the relevant academic year.

From € 30,001.00 to € 40,000.00	III	€ 130.00
Over € 40,001.00 or without submitting a valid ISEE certificate	IV	€ 100.00

NOTA BENE: Students do not have to submit any *ISEE* certificate to the International Mobility Office as it is sufficient the **one submitted to the Student Administration Office upon paying university tuition fees.**

NOTA BENE: For students awarded an *ERDIS (Regional Body for the Right to Education)* scholarship during the 2022-2023 academic year, the monthly contribution is € 100.00.

Details on the scholarship amounts are given by e-mail to successful candidates.

- c. A possible additional contribution financed by the MUR for students in disadvantaged economic situations. This contribution will be taken from the funds assigned to universities by MUR as per ministerial decree no. 198/2003. These funds should be allocated in November 2023. Once the funds have been allocated, the transfer of the payment is **subject to the following requirements.**
- Being **enrolled within the normal length of the course of study increased by one year** (no more than one year out of course from the 2022-2023 academic year)
 - **Having obtained (and therefore recognized in the student's career) at least one foreign credit**

The contribution is **proportional to the documented length of the mobility.** It is based on the *ISEE* value resulting from the documentation submitted to the Student Administration Office at the time of payment of tuition fees for the **academic year 2022-2023** taking into account the contribution brackets listed in Table 1 and **will be in accordance with the provisions of the**

MUR for the definition of the maximum limits of ISEE. In any case, a minimum amount of € 250.00 shall be granted to students in the first bracket. For students in the following brackets, the contribution shall be paid based on the availability of funds.

This contribution is transferred to beneficiaries in two instalments: 50% within 30 days from the date of the start of mobility and the balance after the validation of the exams taken abroad. For students departing on the first semester, the first instalment is calculated on the *ISEE* certificate submitted for the 2021-2022 academic year. The International Mobility Office will make the necessary adjustments where there will be a difference between the *ISEE* certificates for the academic year 2021-2022 and 2022-2023.

- d. A contribution for students with special needs. These contributions are allocated by the European Commission for individuals with physical, mental or health-related conditions. Therefore, it is possible to apply to the Erasmus+ National Agency INDIRE for an ad hoc support to cover the higher expenses strictly related to specific needs. For further information, please contact the International Mobility Office⁹.

The financial contribution of the Erasmus mobilities is **subject to the allocation of funds by the National Agency Erasmus+ INDIRE.** Should the funding not be available in whole or in part, successful candidates can still carry out the mobility benefiting from the status of Erasmus student, but independently supporting the expenses.

Art. 5 – Administrative Requirements

Accept / Decline

Students awarded a grant **must inform the International Mobility Office of whether they accept or decline** the grant within **10 days** of the date when the ranking list is published. Failure to do so will result in the forfeiture of the grant. This deadline is valid unless the Partner University requests the names of successful candidates before the deadline. Applicants must communicate their decision through the **online form** available at <http://iro.unimc.it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022-2023", section "GRADUATORIA").

⁹ At the moment, the National Agency for Italy has not made available the terms and ways of accessing these funds, which are disbursed to the beneficiaries through the University. It is therefore recommended that students make their needs known to the International Mobility Office when they submit the application for this call.

Students who do not communicate their decision by the deadline indicated above will be considered to have **declined** the grant. They **will therefore not be eligible to participate in any re-opening of terms of this call, or in the call for proposals for the following academic year.**

Upon accepting the grant, students are required to independently obtain information on deadlines for submission of all the documentation requested by the Partner University (e.g. application form), on how and when to find accommodation, and on the organization and costs of language courses. Please consult the Partner University's website and, where available, the hard copy provided by the International Mobility Office.

Once the **date of departure** has been set (flight booking, etc.), students must inform the International Mobility Office of this date together with the details for collecting their grant¹⁰ through the online form available <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022-2023", section "STEP BY STEP"). Please note that the bank account must be held or jointly held by the student.

At least 15 days prior to departure, students must report to the International Mobility Office:

- To submit a copy of the payment of the first tuition fee for the 2022-2023 academic year;
- To submit the Learning Agreement – including the list of courses to be attended abroad and the respective syllabuses, and the list of corresponding Italian courses. **The Learning Agreement must be consistent with the student's course of study and signed by the Erasmus Coordinator of the student's Department**
- To sign the mobility contract, which is sent by e-mail from the International Mobility Office after the student informs the Office of the departure date
- To inform the Office on how the grant is to be deposited¹¹ (the bank account must be held or jointly held by the student)
- To give information for the OLS (On-line Linguistic Support) test

To arrange an appointment with the International Mobility Office, please call the following numbers: 0733/2586042; 0733/2586044; 0733/2586067.

NOTA BENE: If the Partner institution is located in a **non-EU country**, it is a responsibility of all the applicants to gather information and all relevant documentation in order to obtain a residence permit or a visa. In the case where the **applicant is not an EU citizen** or an **EU citizen of a country not in the Schengen area**, please consult the European Immigration Portal and the Diplomatic Missions of the applicant's home country located in the destination country.

At the time of departure, students must have the following documents.

- A valid ID that does not expire during the mobility period
- Any visas or stay permits required for non-European students
- 2 certificates attesting that the student has the Erasmus student *status*. The certificates will be sent via e-mail by the International Mobility Office after the student has informed the office of the departure date
- The Erasmus Card – downloadable from <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu "Erasmus+ Studio a.a. 2022-2023", section "STEP BY STEP")
- The certificate of start and end dates of the mobility period. The Certificate is sent via e-mail by the International Mobility Office once the student has informed the Office of the departure date
- The European Health Coverage Card (the Italian *Tessera Europea di Assicurazione Malattia TEAM*), sent by the Revenue Office in order to have medical coverage in EU member countries¹²
- A passport-size photo for documents that may be issued in the foreign country (e.g., student booklets)
- Any specific documents required by the Partner University

¹⁰ Students must immediately inform the International Mobility Office of change in how the grant funds are to be deposited.

¹¹ Students must immediately inform the International Mobility Office of change in how the grant funds are to be deposited.

¹² For medical coverage in non-European countries, please contact the public health authority (the Italian *Azienda Sanitaria Unica Regionale ASUR*) in the city where you reside and purchase appropriate private insurance coverage if necessary.

Declining the Grant

Students who intend to renounce their scholarship after previous acceptance are obliged to promptly communicate this in writing to the International Mobility Office – the relevant form is available at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu “Erasmus+ Studio a.a. 2022/2023”, section “GRADUATORIA”). The International Mobility Office will then award the grant to another eligible applicant of the ranking list. Students must also communicate their decision in writing to the **Partner University** if they have already forwarded the requested documentation to the receiving institution.

Students who renounce their mobility after their departure are required to fully refund the grant received. All expenses incurred will be borne by the student.

Art. 6 – Academic Requirements

Students shall get information about the study period abroad directly from the contact person of the Erasmus+ agreement, the Erasmus Coordinators of the University of Macerata and/or from the websites of the Partner Universities. This prevents students from being unable to take advantage of the study period abroad due to incorrect information on the training offer or failure to meet the deadlines for pre-enrolment (application form).

The International Mobility Office is unable to provide any information on this matter.

Before departing, students must draw up the Learning Agreement – including the list of courses to be attended abroad and the respective syllabuses, and the list of corresponding courses provided by the University of Macerata. **The Learning Agreement must be consistent with the student's course of study.**

Students must also check with their departmental Erasmus Coordinator whether they may carry out an internship in addition to their study activities, and inform the International Mobility Office **before draw up the mobility contract.**

The student, the departmental Erasmus Coordinator and a Partner University Coordinator must sign the Learning Agreement. Any change to the Learning Agreement necessary after the student's arrival at the Partner University must be implemented **within one month of arrival at the receiving institution.** Any further change to the Learning Agreement must be formally agreed by the student with the departmental Erasmus Coordinator and with a Coordinator from the Partner University.

During their study periods abroad, students can:

1. **Take exams**
2. **Prepare their thesis** – according to the research project approved by the Thesis Supervisor beyond the minimum of 2 months or 1 academic term of study activity specified on the Learning Agreement before departure¹³;
3. **Carry out a Traineeship** – beyond the minimum of 2 months or 1 academic term of study activity specified on the Learning Agreement before departure, and provided that it is an integral part of the Learning Agreement. It is a responsibility of the student to ascertain that the Traineeship is documented in the final Transcript of Records issued by the Partner University.

Please note that the validation of exams relating to previous academic years available on the International Mobility Office's website are merely intended to guide students in identifying the most compatible courses, since both the University of Macerata's and the Partner Universities' academic programmes are subject to change.

Exams taken during Erasmus mobility must be validated by **15 December 2022.**

Exams taken abroad are registered in the on-line booklet by the departmental Student Administration Office with the **date on which the International Mobility Office validates credits**, namely at the end of the entire Erasmus+ mobility. Students' beneficiaries from additional contributions (e.g., ERDIS, University of Macerata, etc.) **are required to find out in advance about any dates by which their exams must be registered.**

¹³ Before departure, students must produce a research project containing a proposal for CFUs for thesis research abroad. The project must be approved by the Thesis Supervisor and then obtain a favorable opinion from the study course Council. At the end of the period abroad, the Supervisor must ascertain that the research activity carried out abroad complies with the approved research project. Any deviations must be submitted to the study course Council. The research and thesis preparation carried out abroad allows the student to obtain between 50% and 80% of the credits foreseen for the thesis dissertation to be recorded in the student's career as foreign CFUs for thesis research abroad.

Upon arrival at the Partner University, students must report to the International Mobility Office or the Erasmus Office of the Partner University for their registration and send a document certifying the start date of their mobility to the International Mobility Office of the University of Macerata – even a fax document is accepted.

Students interested in extending their period abroad must submit a request for extension to the International Mobility Office according to the deadlines and procedures set out in the on-line form available at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu “Erasmus+ Studio a.a. 2021-2022”, section “STEP BY STEP”).

NOTA BENE: the rule of months mentioned above pertains to the status of being an Erasmus student and not the months covered by the grant. Therefore, the total months of Mobility for Studies also includes those “without a grant”.

As deliberated by the Academic Senate in the meeting of 22 November 2011, students returning from mobility may receive a contribution from the University (art. 4, point b). In order to be eligible, students must have obtained a minimum number of credits equal to 63% of the maximum number required (60 credits per year) in relation to the actual period spent abroad and to the organization of academic activities at the host university, as specified below

- 12 MONTHS (60 credits in total): minimum of 38 credits
- 11 MONTHS: minimum of 35 credits
- 10 MONTHS: minimum of 31 credits
- 9 MONTHS: minimum of 28 credits
- 8 MONTHS: of minimum 25 credits
- 7 MONTHS: of minimum 22 credits
- 6 MONTHS: of minimum 19 credits
- 5 MONTHS: of minimum 16 credits
- 4 MONTHS: of minimum 13 credits
- 3 MONTHS: of minimum 9 credits

NOTA BENE: Students who have not achieved the minimum number of credits required are not eligible for the University contribution. Nevertheless, they must submit a certificate containing the exams taken abroad, even those they have not passed successfully.

Upon return, students must submit the following documents in order to receive funds:

- A Certificate of start and end dates of the mobility period confirming both the dates of the study period abroad and the actual implementation of the study plan agreed upon¹⁴
- A certificate indicating the exams taken and credits obtained. Students who went abroad for thesis research must also submit a document from the Thesis Supervisor attesting that the activity undertaken abroad complies with the research project approved before departure
- A questionnaire on the period-spent abroad students must fill out and send online via Mobility Tool's webpage. The link to the questionnaire will be automatically sent by the system to the student's e-mail address
- A quality assurance questionnaire from the International Mobility Office available at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu “Erasmus+ Studio a.a. 2022-2023”, section “STEP BY STEP”)
- The OLS (Online Linguistic Support) test

These documents must be submitted to the International Mobility Office **within 20 days of the end of the mobility period**. For students who end their mobility on 30 September 2023 the deadline is **4 October 2023**.

¹⁴ The total amount of grants is defined according to the actual period spent abroad – from the start date to the end date – as documented by the relevant certificate. Students staying abroad for less than the number of months stipulated in the mobility contract must reimburse any monies received in proportion to the number of months not actually spent abroad.

Failure to submit the above documents by the deadline will result in non-payment of the balance. Any amounts that students have already received will also be recovered.

Art. 7 – Safeguard Provisions

The disbursement of European grants is subject to the National Erasmus+ INDIRE Office financing students' mobility for studies within the limits of the total months allowed by the Office and to the subsequent acceptance of each Erasmus student by the Partner institution.

Art. 8 – Final Provisions

Any personal data included in the application form shall be processed in accordance with the General Data Protection Regulation (GDPR or EU Regulation 2016/679 of the European Parliament). Data will be used for the administrative purposes of this call. Should the applicant have any queries concerning the processing of his/her personal data, he/she shall deny permission to use them for the selected project.

In accordance with article 4 of Law 241 of 7 August 1990 (regulations regarding administrative procedure and the right to access administrative documents), the person in charge of this procedure is Antonella Tiberi, Head of the International Mobility Office.

The information contained in this call constitutes the Erasmus+ handbook in all phases – previous, present and subsequent to student mobility abroad.

Before requesting information by phone or e-mail, students should consult the “STEP BY STEP” section, which is constantly updated and available at <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus.studio> (menu “Erasmus+ Studio a.a. 2022-2023”, section “STEP BY STEP”).

The International Mobility Office is available, as usual, to assist candidates with the application process and during their mobility.

Given in Macerata.

The Rector
Prof. Francesco Adornato