



UNIVERSITÀ  
DI CAMERINO

# ERASMUS+ CALL MOBILITY FOR STUDIES

## ACADEMIC YEAR 2020/2021

(Deadline: March 12<sup>th</sup> 2020)

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# GENERAL INFORMATION

## Purpose

With Regulation No. 1288/2013, the European Parliament established the new ERASMUS + programme to support education, training, youth and sport; this regulation was published in the G.U. of the European Union on 20.12.2013 - series L 347.

The programme has as key action the mobility of individuals (Action 1), cooperation for innovation (Action 2) and support for policy reform (Action 3).

**This Call is related to the selection for the allocation of Mobility grants for period to spend abroad under the Erasmus + Study programme, A.Y.2020/2021.**

The Erasmus + Mobility for Study programme (SMS) allows university students to spend a period of study **(from 3 to 12 months)** in foreign universities partners of the University of Camerino **(Annex1 - Agreement Table)**.

During the mobility period, it is possible to carry out learning activities previously approved by the relevant Erasmus Coordinator of each Study course that will be entirely recognized.

The Erasmus + Mobility for Study programme (SMS) allows the following activities:

- a) learning activities and related assessment tests (exams);
- b) preparation of a dissertation and/or PhD thesis;
- c) curricular internship. The internship must be carried out, after the authorization of the Internship Delegate of the study courses/Schools, under the supervision of the Host Institutions where the study period will be carried out. The two activities must be carried out consecutively. The full period of mobility has a min. length of 3 months till a max of 12 months.

**The mobility period must be completed between June 1<sup>st</sup> 2020 and September 30<sup>th</sup>, 2021. Interruptions are not allowed.**

The status of 'ERASMUS student', recognized to the awarded students, provides the tuition fees waiver at the host university, the use of the services on equal terms with local students, the recognition of the activities carried out.

The Erasmus+ Programme makes possible for students to experience a different culture abroad, learn about new higher education systems and meet young people from other countries. Students have the opportunity to participate actively in the process of European integration and cooperation with Partner Countries. By doing so, Erasmus+ strengthens reciprocal knowledge and academic and cultural dialogue contributing to sustainable development via the exchange of knowledge also promoting European values and culture around the world.

## EU countries participating in the Erasmus+ Programme

The Erasmus+ Programme allows students to study for a period at a University (that has an agreement with UNICAM) based in one of the following *Programme Countries*:

- the 27 EU Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the United Kingdom, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- the 3 additional countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- the accession candidate countries: the Republic of Macedonia, Serbia and Turkey.

### WARNING:

In case the Italian Ministry of Foreign Affairs recommends of not travelling to the chosen destination country or UNICAM, under received official information, considers not safe for the students the staying abroad, the mobility period could be modified, interrupted or cancelled.

## Mobility to UK

In case UK will leave the EU without deal, students selected for UK universities will be allowed to perform their mobility if UK universities will confirm their availability to host them by signing new agreements outside Erasmus + programme. The grant will be financed by the University of Camerino on Ministry of Education funding. The grant amount will be announced on the guide for Erasmus students.

## Funding

All funding is allocated only to carry out eligible activities (see the section entitled “Activities to be carried out at the host university and Learning Agreement”), **with a duration of no less than 3 months (90 days) and no more than 12 months.**

The mobility period must be carried out, without interruption, between 01/06/2020 and 30/09/2021.

**Erasmus+ funding is also dependent on the studies and/or activities carried out abroad and on their recognition** by the competent authority of the study course.

**Students who fail to complete any study activities with recorded grades, who fail to obtain any recognition, who fail to request any form of recognition before graduation or refuse recognition of the activities proposed, must return the full amount of the grant.**

## Funding for mobility to Programme Countries (EU countries)

The financial contribution for the mobility period is provided by Erasmus+ National Agency, MIUR (Ministry of Education) or by University of Camerino.

1. **The National Agency contribution** is to pay part of the mobility cost related to the staying abroad. It is a contribution calculated on the basis of the destination and the number of days actually performed.

The contribution is modulated according to the following groups of destination:

- **Group 1** (high cost of living): Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxemburg, Norway, Sweden and the UK - **€ 300 per month**;
- **Group 2** (medium cost of living): Austria, Belgium, France, Cyprus, Germany, Greece, the Netherlands, Malta, Portugal - **€ 250 per month**;
- **Group 3** (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Republic of Macedonia - **€ 250 per month.**

2. **The additional contribution provided by Ministry of Education (MIUR).**

According to the Decree of the Ministry n. 1047 of 29/12/2017, eligibility and amount of the additional contribution, will be based on the ISEE declaration (or the income and asset documentation for International students) that selected or eligible students have to submit.

The contribution amount is based on the following table:

TAB 1

VALORI ISEE	CONTRIBUTO MENSILE EROGATO
ISEE ≤ 13.000	€ 500
13.000 < ISEE ≤ 21.000	€ 400
21.000 < ISEE ≤ 26.000	€ 350
26.000 < ISEE ≤ 30.000	€ 300
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150

**Please note that students failing to comply with the deadlines will be excluded from the additional contribution.**

3. **UNICAM additional contribution:** students presenting an ISEE higher than € 50.000 or students who

decide to not present their ISEE, will receive an additional contribution of € 100 for each month of mobility.

4. **Students with special needs:** In order to allow a wider participation in the Erasmus+ Programme for students with disabilities, a special financial contribution is provided. Students can also obtain specific contributions to cover special needs that will be assessed on a case-by-case basis by the National Agency. For specific information please contact the Mobility Office.
5. **Eventual extensions** must be authorized by the Erasmus Coordinator of study course. The payment of the extensions could not be guaranteed.

**Modality of payment:**

The financial contribution is defined on the basis of the months as stated in the bilateral agreement. At the end of the Erasmus+ mobility period the contribution will be recalculated on the basis of the right number of the mobility days actually performed as for Erasmus+ programme modalities:

- a **first installment:** 80% of the additional contribution (TAB 1);
- a **second installment:** 80% of the EU grant that will be paid within 30 days from the receiving date of the Certificate of Arrival to the Mobility Office;
- a **final payment:** 20% of the two contributions, calculated on the basis of the right number of the mobility days actually performed. It will be paid after the coming back and the submission of all the required documents.

All the received contributions are submitted to the obligatory total or partial return in case of:

- withdrawal of the mobility period;
- period of stay shorter than the obligatory minimum period of 90 days;
- lack of the minimum credits achieved (5 CFU that must be recognized by the University School);
- reduction of the mobility period compared to the agreed one (the amount to be returned will be related to the numbers of days not performed).

Moreover, students considered eligible to get the ERDIS scholarships can require the **integration for the international mobility** (information available at <http://www.erdis.it>)

# HOW TO APPLY: REQUIREMENTS AND PROCEDURES

## General eligibility requirements

**To participate in the selection students must:**

1. be regularly enrolled in any degree course at UNICAM. Applicants enrolled in the third/last year of a bachelor degree course or outside prescribed line who will graduate in a.y. 2019/20 must be pre-enrolled in a master degree course for the a.y. 2020/21 before starting their period of mobility abroad. Students must regularize their enrolment position for the a.y. 2020/21 before starting the mobility abroad in the first or second semester. Students who in a.y. 2019/20 are enrolled in 3rd year of a Bachelor degree programme can go abroad proposing a Learning Agreement with courses that relate to the Bachelor only if in the a.y. 2020/21 they will be recorded as outside prescribed line.  
Instead, they can present a Learning Agreement with Master degree courses bearing in mind that the period of study abroad can be enjoyed only after the actual achievement of the Bachelor degree and the formalization of the enrolment to a Master degree course.
2. have regularly paid tuition or he/she will lose the Erasmus+ status;
3. have not received in the same period any other EU contribution as part of mobility programmes. It is specified, however, that Erasmus+ grants are compatible and cumulative, unless otherwise indicated by the financial sources, with all types of scholarship (e.g. ERDIS);
4. have not previously signed a contract of acceptance of Erasmus+ status and later withdrawn it without a valid reason.

**Students who are nationals of one of the Erasmus+ participating countries** are eligible for mobility at a university in their home country provided they are not still resident there. In any case, they will not benefit of any priority in the selection process. Before they can confirm the acceptance, they must in any case obtain a written confirmation from the host university.

Note that outgoing students cannot achieve the final degree before the end of his/her study period abroad or prior the approval of his/her credits achieved abroad.

## Incompatibilities

**Candidates to the Erasmus+ Mobility for Study call:**

- can obtain an Erasmus+ grant for each course of study (undergraduate, master and PhD courses) and for a total period not exceeding 12 months for each cycle. In the case of one-tier degree course (eg.: Pharmacy - Veterinary - Law) the maximum number months is 24. Previous experience of mobility carried out within the Erasmus+ mobility for studying or for placement within the framework of the LLP are taken into account in calculating remaining available months. Therefore, it is requested to certify that the student has not already reached or exceeded the 12 months eligible for each cycle. Therefore, for the a.y. 2019/2020 students who have already received an Erasmus+ grant for study or placement/traineeship in the past years can apply. However, a minimum of remaining of 3 months must be available for the students to spend abroad in the cycle of study for which they are applying;
- must not receive at the same time funding from the Erasmus+ Programme and from other community funding (including scholarships to attend Double Master Degrees) or UNICAM funding assigned for mobility abroad.

**Mobility students cannot graduate before have completed their study abroad period and have obtained recognition from their individual Degree Programme Boards for the learning activities carried out abroad. This rule is valid also for PhD and Specialisation Schools' students.**

## Language requirements

A minimum level of language proficiency is required in order to apply for an Erasmus+ 2020/2021 grant. This standard has been set at the B1 level of the CFR (Common Frame of Reference for language knowledge) as recognised by the European Council and certified by one of the followings:

- 1) International Language Certificate (TOEFL; CAMBRIDGE; DELF; CERVANTES; etc.) min. level B1 of the Common European Framework of Reference for Languages;
- 2) certificate of abroad staying periods, min. 60 days. Please note that the official language spoken in the country where you spent the period abroad must correspond to the language of the traineeship country;
- 3) enrolment in a degree course entirely taught in English.

**For students of the School of Advanced Studies is sufficient to have attended a master's degree course in English.**

Copies of the certificates are to be attached to the application.

### **WARNING:**

The language requirements specified above must be met in order for an application to be eligible and could be lower than those of Partner Universities. Students are therefore required to check the language requirements of the university where they intend to spend their Erasmus+ mobility period.

## Destinations

The list of destinations (annex 1) is part of the call.

The table, divided into Schools, describes destinations, specific language requirements (if any), places available, length of the grants on the basis of the agreement between the two Universities. A link is also available to get all the useful information to plan the mobility period at the best.

**Requirements needed could be subjected to change while the application call.**

Students can apply for a maximum of **TWO different destinations**.

## Activities to be carried out at the host university and Learning Agreement

Students must indicate which learning activities they wish to carry out abroad when they fill in the on-line form. This information is merely indicative and does not prevent students from choosing other activities for their official study plan (Learning Agreement).

The **Learning Agreement** is the document that establishes the study programme to be followed abroad and is mandatory. All students who are participating in the mobility programme are required to complete the Learning Agreement, including PhD students, both for study activities and for thesis research.

The form is available on the Internet page: <http://international.unicam.it/admissions/erasmus/outgoing-students>. It must be completed compulsorily on the computer and transmitted according to the times and methods of the receiving Institution and also has to be submitted to the UNICAM Mobility Office.

In "Table A" must be written the courses to be followed abroad; in "Table B" the courses that will be recognized upon return from mobility at UNICAM.

The Learning Agreement proposed by the student must be approved and signed by the Unicam Coordinator and by the Delegate for International Mobility and by the host University.

Within one month of the student's arrival at the host institution, the Learning Agreement may be modified but any changes must be communicated via email to both the UNICAM Coordinator and Didactic Manager and approved with the same procedure.

During the period of mobility abroad no assessment activities (exams) in UNICAM are allowed.

**Activities permitted** during the mobility period for study:

1. learning activities and related assessment tests (exams);
2. preparation of a dissertation and/or PhD thesis;
3. curricular internship (only if included as part of the course programme);

For further information on learning activities, students are invited to contact Referents of the degree courses.

## Submitting the application

Each candidate is required to complete the online application form via the website <https://didattica.unicam.it> available in the reserved area - Section International Mobility – Calls for mobility. The student can specify maximum TWO different partner institutions.

The questionnaire included in the application must indicate the activities to be carried out abroad: course attendance and exams at the host University or thesis projects. In the first case it is necessary to specify which courses student intends to follow; in the second case student must indicate the name of his/her thesis supervisor.

The application form, along with the necessary attachments, must be filled in **NO LATER THAN 12:00 of March 12<sup>th</sup> 2020**.

To be admitted to the selections:

1. it is necessary to fill out all the required sections carefully;
2. applicants enrolled in a master degree must declare in the application the data of the bachelor degree in the section "Additional information" of the on-line form;
3. it is mandatory for applicants to complete the plan of study to be performed abroad for each of the two chosen destinations (questionnaire);
4. It is necessary to produce specific annexes for your own area required by the call.

WARNING: all information/changes on the application process and updates will be published on the website [www.unicam.it/reginfo](http://www.unicam.it/reginfo) , in the section "Application Call".

Technical information about the online procedure must be sent to: [ada.forti@unicam.it](mailto:ada.forti@unicam.it)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. IT WILL NOT BE POSSIBLE TO MODIFY OR CANCEL THE APPLICATIONS ONCE THEY HAVE BEEN SUBMITTED.**

After the submission of the application:

1. to allow the evaluation, offices will check if the participation requirements are regularly fulfilled;
2. the Committee, composed by the Delegate and two Coordinators in accordance with all the other Coordinators will evaluate all the applications.

**STARTING DATE TO SUBMIT OF APPLICATIONS: January 24<sup>th</sup> 2020**

**EXPIRING DATE: March 12<sup>th</sup> 2020**

## WARNING

Students enrolled in the **School of Pharmacy** courses who intend to **carry out their Master thesis** abroad must also enclose a statement of availability by a UNICAM Professor who will be indicated as supervisor. The Supervisor can also indicate agreements in force or in progress with the partner institutions.

Students can enclose two statements of availability as they may apply for two different destinations in the application form. The two statements can be signed by the same supervisor or by two different supervisors. A supervisor can issue more than one statement for the same host university, despite the current number of exchange places stated in the agreement. The final destinations will be allocated according to the ranking position.

To be eligible, PhD students must provide along with the application form the following documents:

- curriculum vitae;



- reference letter by his/her UNICAM Supervisor.

**The mobility period must take place between June 1<sup>st</sup> 2020 and September 30<sup>th</sup> 2021.**

The ranking list for PhD will give priority to those not awarded of a scholarship.

For the period abroad the awarded PhD students must choose whether to use the Erasmus+ Mobility for study contribution or accept the increment to their PhD grant by SAS

## SELECTION PROCEDURES

### Award criteria

The **selection and evaluation criteria** for the formulation of the ranking lists are the same for students of all Schools of the University.

The rankings will respect the following criteria:

- academic curriculum: **the ratio of credits achieved (exams) and credits required from the date of first registration to the time of submission** of the application (normally are expected 60CFU per year). Students out-of-course will obtain scores proportionally reduced considering the number of the years out-of-course. For students enrolled in a master degree the graduation mark will be also taken into account: 45%;
- weighted average of the marks: 35%;
- language certification: 10%;
- evaluation of the study programme: 10%.

All students are required to verify that marks and credits in the online exams transcript are exact and updated, in order to verify in time that all the educational activities performed have been registered.

- **Phd students:**

**The evaluation of the candidacies will be carried out by a Committee directly nominated by the School of Advanced Studies (SAS).**

Students who receive 0 points from the exchange coordinator are considered **not eligible** and, therefore, will not be included on the list.

**Students are reminded that once the ranking has been published, it is important to check the deadlines and comply with rules for accepting their allocated exchange places.**

**In any case, students who will be awarded of an Erasmus+ grant to carry out a study period abroad at a host University must consider that the final decision about their acceptance is up to the host University. Unicam cannot guarantee to the students the change of destination in case of refusal by the host University.**

### Acceptance, withdrawal and replacement

The rankings for each School will be drawn considering the three students' cycle of study (Bachelor, Master, third cycle) and will be available at Mobility Office from 23/03/2020.

According to the ranking, the Erasmus+ Coordinators, in agreement with the International Mobility delegate, will allocate the students to the different destinations.

For each study course a meeting of assignment with the Erasmus+ Coordinator will be held in the period 24 –

31 March 2020. During these meetings the destinations will be allocated on the basis both of the ranking drawn up by the Erasmus+ Office and of any other criteria in compliance with School teaching guidelines needs and priorities.

**Each Erasmus+ Coordinator will define the date and place of the meeting that will be notified by email.**

Following this meeting, the candidate is required to fill in and sign the acceptance form. **This form must be submitted within a week time from the meeting and, in any case, no later than March 31<sup>st</sup> 2020.**

During the acceptance, candidate is required also to indicate the chosen period of the mobility (1<sup>st</sup> semester, 2<sup>nd</sup> semester, the whole year).

Once the acceptance form is signed, any changes in destination will not be accepted. Exceptional cases will be evaluated by the Committee and subjected to the availability of vacant scholarships.

Non-EU students awarded have to present, along with the acceptance form, also the application for VISA to the Embassy of the Country selected, if requested.

In **case of withdrawals**, the remaining months will be redistributed by the Course Coordinator among the eligible candidates according to the rankings.

Please note that before departure, the awarded non-EU students must timely contact the Embassy or the Consulate of the destination Country in order to verify if further documentation is required for their stay abroad (please remember that to apply for VISA, the Italian residence permit must have a validity at least of 6 months).

**After the confirmation of acceptance, student must:**

- a) provide to the Erasmus+ Office the Learning Agreement defined, approved and undersigned;
- b) fulfil the administrative procedures provided by the partner institution;
- c) sign a "Grant Agreement";
- d) **submit to the Mobility Office the ISEE for the calculation of the potential additional contribution.**  
**Missing the ISEE submission, the contribution will be of 100€ for each month of mobility.**

The Mobility Office will nominate the awarded students to the partner university. It is responsibility of the students to get all the administrative information and deadlines from the partner university to avoid any difficulties or withdrawals.

### **RANKING LISTS**

The candidates considered as eligible whose name is in the ranking list, in case of vacancy, will be automatically notified via email that they can accept the exchange place.

**Please note that all the official communications will be sent only to the official UNICAM address [name.surname@studenti.unicam.it](mailto:name.surname@studenti.unicam.it) .**

**N.B. ALL ACTIVITIES AND RELATED FUNDING ESTABLISHED IN THIS APPLICATION CALL ARE SUBJECT TO THE SIGNATURE OF THE ERASMUS+ - MOBILITY FOR STUDIES - FINANCIAL AGREEMENT FOR THE 2020/2021 ACADEMIC YEAR BETWEEN THE INDIRE/ERASMUS+ NATIONAL AGENCY AND THE UNIVERSITY OF CAMERINO. PUBLICATION OF THIS APPLICATION CALL IS THEREFORE CONSIDERED TO BE CONDITIONAL.**

## PROCEDURE SUPERVISOR

Pursuant to art. 4 of Italian Law 241 dated 7 August 1990 ('New regulations for administrative procedures and right of access to administrative documents'), the procedure supervisor is Dr Giulio Bolzonetti, Dirigente del Macro settore Servizi per la didattica, Internazionalizzazione e post Laurea.

### DATA PROTECTION (IN ITALIAN)

Informativa ai sensi dell'art. 13 del d.lgs. 30.06.03 n. 196 "Codice in materia di dati personali"

#### 1. Finalità del trattamento.

L'Università degli Studi di Camerino procederà al trattamento dei dati forniti esclusivamente per fini istituzionali e nel rispetto della normativa in materia di protezione dei dati personali. In particolare, il trattamento dei dati personali richiesti è finalizzato alla determinazione delle graduatorie per l'assegnazione e del contributo economico.

#### 2. Modalità del trattamento e soggetti interessati.

Il trattamento dei dati personali è effettuato sia mediante sistemi informatici sia in forma manuale su supporto cartaceo, nel pieno rispetto della normativa vigente in materia di tutela dei dati personali (d.lgs. 196/03). Tali dati potranno essere trasmessi a soggetti esterni, sia per la procedura di valutazione dei candidati sia per il contributo economico o di ulteriori contributi a sostegno della mobilità.

È titolare del trattamento dei dati è l'Università degli Studi di Camerino.

## ATTACHMENTS

### Annex 1: Agreements table

# DEADLINES

## **24 January 2020**

Application call is published and the application submission period starts. Applications may only be submitted online via the link published at <https://didattica.unicam.it>, which can be accessed with an institutional username and password. All attachments must be uploaded in pdf format when applying. Documents submitted to our offices as hard-copies or not uploaded in pdf format will be rejected

## **12 March 2020 at 12.00**

Deadline for the submission of applications.

## **12 March 2020**

Date within which exams must be properly registered in the students' careers in order to be considered for evaluation.

## **23 March 2020**

Publication of the ranking lists both on the website and the Mobility Office.

## **From 24 to 31 March 2020**

Meetings in the Schools with applicants and Coordinators.

## **31 March 2020**

Deadline to submit the acceptance form.

## **From 01 April 2020**

Nominations of awarded students to the partner institutioes.

# CONTACTS

## **Administrative Office**

International Mobility Office  
Via Gentile III Da Varano 26 - 62032 Camerino  
Tel: +39.0737 404619 – Dott.ssa Anna Pupilli  
Tel: +39.0737 402450 – Dott.ssa Moira Aureli  
E-mail: [erasmus@unicam.it](mailto:erasmus@unicam.it)  
*Public openign hours:*  
Monday, Wednesday, Friday: 10,30-13,00  
Tuesday, Thursday: 15,00–16,30