

## ERASMUS+ Programme

## KA1 – LEARNING MOBILITY OF INDIVIDUALS

## CALL FOR APPLICATIONS FOR AWARDING OF MOBILITY FUNDING 2020-2021

**Reserved for students enrolled on 3-YEAR UNDERGRADUATE PROGRAMMES****Period for presenting applications on-line:****Opening date: Thursday 09.01.2020 from 10 am****Closing date: Friday 24.01.2020 at 5 pm****WHAT IS THE ERASMUS+ PROGRAMME**

*Erasmus Plus* is the European Union programme for **Education, Training, Youth and Sport** 2014-2020.

With Erasmus+ it is possible to carry out a mobility period for study in Europe, **from 3 to 12 months**, at a Higher Education Institute belonging to one of the countries taking part in the Programme from **the second year of study**. The applicant must be regularly enrolled at an Institute of Higher Education holding the Erasmus Charter for Higher Education (**ECHE**) and participate in the relevant Call for Applications; the period of study abroad must be an integral part of the applicant's study programme; the mobility must be carried out at an Institute of Higher Education which is an ECHE holder, and which has signed an **Inter-institutional Agreement** with IULM University. **For the academic year 2020-2021 all activities must be carried out in the period between 01.06.2020 and 30.09.2021.**

The agreements activated by IULM University for mobility for study purposes are listed in the annexes "**Destinations 2020**", divided into degree course and level of language proficiency required.

**1. ELIGIBILITY REQUIREMENTS**

Applicants must be students (of any nationality) regularly enrolled for the academic year 2019-2020 at IULM University on one of the courses comprising the 3-year undergraduate programme. **Students enrolled as "fuori corso" or not in compliance with enrolment requirements for the academic year 2019-2020 are not eligible to apply.** Students attending their 3<sup>rd</sup> year in the academic year during which they apply must enroll to the 1<sup>st</sup> year as "fuori corso" during the academic year 2020/2021 in order to carry out a mobility period for study purposes – exams taken abroad will not be recognized in absence of a regular enrolment in subsequent years of coursework.

- Students who have already benefitted from a mobility grant for study purposes and/or an Erasmus+ internship, even under the previous LLP/Erasmus programme, may apply for a second period of mobility provided that the duration of the period already completed, added to the duration of the assigned period does not exceed the total of 12 months allowed for each course of study.
- Students who are citizens of one of the 28 member states of the European Union participating in the Programme, or one of the 5 countries of the European Economic Area (North Macedonia, Iceland, Liechtenstein, Norway, Turkey) regularly enrolled at IULM University may apply for a place at a university in their own country provided that they are legally resident in Italy; they will not be granted any priority in the selection process.

**2. LANGUAGE PROFICIENCY**

An essential requirement for inclusion in the ranking is the possession of the language skills required by the host universities (B1 or B2– see Annexes "**Destinations 2020**"). In the period between **30.01.2020 and 07.02.2020** specific "Language Proficiency Tests" will be organised to verify the applicants' levels. Applicants who must take the language tests are requested not to arrange other commitments for that week as **NO FURTHER TESTS WILL BE CARRIED OUT ON ALTERNATIVE DATES.**

Applicants holding certification of a language level of B1 or B2 (where the host university requires level B2), which was issued no more than two years previously by one of the certification bodies officially recognised by the University, **are exempt from the**

**proficiency tests.** Applicants must send their certification by e-mail to the office ([erasmus@iulm.it](mailto:erasmus@iulm.it)) **together with** their online application, and prior to 24.01.20. Where the host universities explicitly request official language certification, this can under no circumstances be replaced by the test of language proficiency organised internally by IULM.

**Students who have obtained the following certification in the last two years are exempt from the language proficiency test:**

<b>ENGLISH B2</b>	CAE – Certificate in Advanced English FCE B2 – First Certificate in English (send both front and back of the certificate) BEC VANTAGE B2 IELTS – score 6.5 TOEFL – score 87-109
<b>FRENCH B1</b>	DELTA B1 Diplôme du Baccalauréat Général
<b>SPANISH B1</b>	DELE B1
<b>SPANISH B2</b>	DELE B2
<b>GERMAN B1</b>	Goethe Zertifikat B1 ÖSD B1 TELC B1 Deutsches Sprachdiplom (DSD) Stufe 1

**Applicants who:**

- **are not in possession of suitable language certification and**
- **do not pass the language proficiency test organised by the University**

will not be considered eligible and will therefore be excluded from the ranking and from the mobility programme.

### 3. APPLICATION PROCEDURE

Students wishing to apply must:

1. choose 1 or 2 universities in the same language area;
2. fill out the online application form specifying the chosen destinations **in order of preference**;
3. state in the application if they possess valid certification of language proficiency or if they intend to take the proficiency tests in the university;
4. click on “send”; print and save a copy of the compiled application;
5. send a copy of the certification of language proficiency by email to [erasmus@iulm.it](mailto:erasmus@iulm.it) no later than 24.01.2020;
6. write a motivation letter in the language selected following the format published in the Community, and bring it to the teacher on the day of the **ORAL** test of language proficiency.

The full text of the Call for Applications, the destinations and the relevant application form can be found in the section **COMMUNITY IULM => categorie di corso => formazione, servizi, opportunità => mobilità internazionale**.

### LANGUAGE PROFICIENCY TESTS

For all courses and all linguistic areas, candidates must take both **a written test and an oral test**; candidates who pass the written test shall be allowed to take the oral test.

Note: students enrolled in the 2nd year of the course in Interpreting and Communication who have already passed the exams for the 1st year language workshops in French or Spanish will already be at level B1 in these languages, and shall therefore be exempt from the language proficiency test. In this case they may apply exclusively for destinations requiring level B1.

Should they wish to apply for destinations requiring level B2, they must take the language proficiency test.

The results of the language proficiency test will consist in the attribution of the language level for each individual student + a mark out of 30, which will only be taken into consideration in the event of two candidates obtaining the same score (see art. 6b).

## SCHEDULE

- The language proficiency tests will be held in the period between **30.01.2020 and 07.02.2020**.
- The detailed timetable of the tests has been published on the Community pages online and in the notice board outside the office.
- **To all intents and purposes the publication of the timetable for the tests is the official call for the examinations; NO PERSONAL COMMUNICATION WILL BE SENT TO THE CANDIDATES.**
- **Failure to attend the tests will be considered as withdrawal from participation in the programme.**  
Students may be granted the right to take the test on an alternative date only in the event of illness proven by a medical certificate, and on condition that the illness is officially communicated by email to [erasmus@iulm.it](mailto:erasmus@iulm.it) **prior to the beginning of the test, and at the same time** sending an official medical certificate.
- **No alternative dates will be organised for absentees without valid justification.**

**NOTE:** in some French, Spanish or German universities it is possible to follow courses both in the local language and in English. For these destinations students will only be tested in the local language; they should, however, be aware that the host university may refuse admission to the English courses if the language level is considered insufficient (usually below B2). In any case the host university is fully within its rights to deny access to determined courses in the event of insufficient language or academic knowledge to meet requirements, or should there be no further places available on the course.

## 4. RANKINGS

The Erasmus ranking list is based on **merit**, i.e. academic results already achieved by students in terms of “average marks +academic record” (number of credits gained in relation to the academic year already completed).

**For students** enrolled in the 1st year, the mark awarded for the *Maturità* will be used for assessment; for students enrolled in the 2nd and 3rd years of the undergraduate programme, assessment will be based on the arithmetic mean + the academic records for all examinations regularly listed in the student’s records prior to **08.02.2020**. Examinations taken but not registered, interim tests and partial examinations will not be considered valid for the ranking. Students are specifically requested to check their records online, report any discrepancies to the students’ office and ask for the details to be updated.

CALCULATION OF SCORE	MEAN	RECORDS
Enrolled in 1st year of undergraduate programmes	Result of the <i>Maturità</i> expressed as a score out of 100	Result of the <i>Maturità</i> expressed as a score out of 100
Enrolled in 2nd year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by 08.02.2020, expressed as a score out of 100	Number of credits gained/60 *100 e.g. 54 credits gained in 1st year $54/60*100 = 90$
Enrolled in 3rd year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by 08.02.2020, expressed as a score out of 100	Number of credits gained/120 *100 e.g. 90 credits gained in 1st+2nd years $90/120*100 = 75$

## 5. ASSIGNMENT OF DESTINATION

Depending on their position in the ranking, successful candidates will be assigned their 1st or 2nd selected destination, or – in the event of no availability – a 3rd available destination. **If applicants achieve the same basic score, and only if it is necessary to name a single assignee**, the following priorities will be applied:

- a student who has already carried out an Erasmus+ or LLP Erasmus period of mobility **loses priority**

- b. a student who has a higher level in language proficiency **gains priority**
- c. a student enrolled in the 2nd year **has priority** over a student enrolled in the 1st year

IULM University verifies in advance that the educational offer of the host university is compatible with the study plan for the student's degree course; in any case, should there be any substantial changes made to the academic offer of IULM or the partner institution which were not yet known at the time of publication of the Call for Applications, the destination may be changed after assignment in agreement with the student.

## 6. PUBLICATION OF THE RANKINGS

Unless there are variations in the date for technical reasons, the rankings will be published from

**Friday 21st February 2020, 5 pm, on the notice board on the 4<sup>th</sup> floor and on the IULM Community**

- To all intents and purposes the publication of the rankings has the function of the official assignment.
- **NO PERSONAL COMMUNICATION WILL BE SENT TO THE ASSIGNEES**
- During the period **24th February, 10 am – 3rd March 2020, 5 pm** the students selected shall confirm their acceptance or refusal by filling out the form that will be sent by email to the assignees.
- In the event of the place not being accepted by the set deadline, the applicant will automatically be considered to have refused the offer and their destination will be reassigned.
- In the event of refusal or no confirmation of acceptance by the student entitled to the place by the deadline, their place will be given to the first eligible candidate in the ranking.
- In the event of late refusal (after accepting), the destination of that student will be assigned **exclusively** to the first **“eligible - non-assignee”** according to the ranking. The reassignment of late refusals will be carried out in accordance with the administrative timescales and deadlines.

## 7. VISAS AND RESIDENCE PERMITS

Students who are citizens of a country not belonging to the European Union are required to obtain information independently and sufficiently in advance regarding the legal requirements to be fulfilled in order to be allowed to stay in the country chosen (entry visa and/or residence permit). It must be pointed out that many countries require non-EU students to provide specific guarantees regarding their financial situation, which must be such as to be able to support the students during their mobility period, in accordance with the standards established by the local Government. **The office is in no way responsible for any withdrawals during the stay due to unfulfilled requirements or missing legal documentation needed to remain in the chosen country.**

## 8. CONTRIBUTIONS FOR MOBILITY

### Erasmus+ GRANTS – Source: European Union

Recipients: Erasmus students chosen by universities participating in the programme. The monthly amount is fixed by the National Erasmus+ Agency and depends on the estimated cost of living in the destination country, in accordance with the following groups:

**GROUP 1 – HIGH COST OF LIVING - €300 per 30 days of mobility:** Ireland, Sweden, United Kingdom

**GROUPS 2/3 – MEDIUM/LOW COST OF LIVING - €250 per 30 days of mobility:** Austria, Belgium, France, Germany, Latvia, Lithuania, Netherlands, Spain, Portugal, Hungary.

### Fondo Sostegno Giovani (Support fund for young people)– Source: MIUR

The Ministry of Education, University and Research (MIUR) supports international student mobility (Ministerial Decree no. 976 of 29.12.14) with additional funds allocated to Italian universities. The budget is reserved for all mobility programmes. In order to benefit from these contributions students must submit an ISEE declaration by 31/05/2020. The amount of the grant will be determined in compliance with ministerial dispositions which have not been published at the time of publication of the call for applications. Ministerial tables will be published on the IULM Community, as soon as they will be published by the Ministry.

**Borse integrative regionali (Regional supplementary grants) – Source: IULM Right to Study Office**

Students applying for a **regional scholarship** in 2019-20 at the IULM Right to Study Office may apply for a further regional contribution for “Integration for International Mobility”. Interested students are therefore invited to contact the Right to Study Office.

**9. RESTRICTIONS ON DURATION AND FINANCING**

In order to benefit from the status of Erasmus + student and the EU contribution:

- students must not benefit in the same period from any other EU contribution assigned for the purpose of study or work abroad.
- when calculating the mobility previously carried out in the same course of study, students must not exceed the total number of 12 months allowed for each course of study.

**10. DISABLED STUDENTS**

Students with disabilities who have been assigned a 2020 Erasmus+ grant may benefit from specific supplementary EU funds. Disabled students are therefore invited to apply within the established deadlines, indicating their status in the appropriate box. The terms and conditions for the allocation of supplementary funds for disabled students will be dealt with directly with the interested parties.

**11. COMMUNICATIONS**

For the entire duration of the Erasmus+ programme, e-mail communications between students and the office must be made exclusively through the following e-mail addresses:

For the Study Abroad Office: [erasmus@iulm.it](mailto:erasmus@iulm.it)

For the student: IULM institutional address ([nome.cognome@studenti.iulm.it](mailto:nome.cognome@studenti.iulm.it))

**The use of personal e-mail addresses is not permitted.** All students are required to activate their e-mail address @studenti.iulm.it prior to completing their online application and to ensure that mail to this address is checked.

**The Office shall not be held responsible for any inconveniences or delays in communications arising from students not consulting or using the official e-mail and IULM Community.**

**12. DATA PROTECTION**

All personal data submitted by candidates applying to participate in the Erasmus + programme is governed by Regulation (EC) No 45/2001 of the European Parliament and of the Council of Europe for the protection of individuals and Article 6(b) of Regulation (EC) No 2016/679 in compliance with the processing of personal data by EU institutions and bodies, and the free movement of such data. Personal data is processed exclusively for the purpose of implementing the agreement by the Institute to which it belongs, by the National Agency and by the European Commission, and may be forwarded to bodies responsible for control and audit in accordance with EU legislation (Court of Auditors or European Anti-Fraud Office - OLAF). The Beneficiary may, on written request, access his/her personal data and make corrections to incorrect or incomplete information. He/she is invited to submit any enquiries regarding the processing of his/her personal data to the Institute to which he/she belongs and/or to the Italian Erasmus+ National Agency. The participant may lodge an appeal with the Guarantor for the protection of personal data, with reference to the methods of use of the same by the Institute and/or the National Agency; he/she may also lodge an appeal with the European Data Protection Supervisor, with reference to the methods of use of such data by the European Commission.

**13. AMENDMENTS**

These regulations may be subject to changes due to specific indications from the Italian National Erasmus+ Agency or the European Union. The destinations available may also vary due to problems arising at the partner universities or in the respective countries (substantial changes in the partners' training offer, force majeure, security problems, unforeseeable events), or the signing of new agreements. Any changes will be communicated and publicised through the IULM Community.

#### **14. RESERVATION CLAUSE**

The implementation and financing of the activities provided for in this call for applications is subject to the approval by the National Erasmus+ Agency of the application for decentralised activities submitted by IULM University for the academic year 2020-2021, and to the amount of funding granted by the European Union. Therefore, the publication of the present call is to be considered under condition until the signing of the relative financial agreement between the University and the National Erasmus+ Agency. Students who - after having accepted the mobility - are not awarded an Erasmus+ scholarship, may withdraw from the programme without further consequences.

**APPROVED WITH RECTORAL DECREE**

## SUPPLEMENTARY INFORMATION REGARDING THE REGULATIONS

### 1. ENROLMENT IN IULM UNIVERSITY DURING MOBILITY

Students on ERASMUS mobility **must begin and end their period of study abroad as a regularly enrolled university student**; students who expect to graduate at the end of the mobility period must return at least one semester prior to the planned graduation session.

### 2. INFORMATION, LANGUAGE PROFICIENCY AND CHOICE OF DESTINATION

Before applying, each student is required to carry out independent research to collect information about the various destinations by browsing the web pages of the partner universities in order to make a reasoned choice regarding the most suitable locations for their language level and their aspirations.

In choosing the destinations, students must take into account the limitations listed in the specific tables:

- duration of period of study
- any restrictions on the free choice of courses
- compulsory level of language knowledge required by the host university (local language and/or vehicular language)

The teachers responsible for the language tests are at the students' disposal for suggestions regarding self-study, providing advice on texts to adopt, also with the aid of multimedia support made available by the University. IULM University cannot intervene to modify the admissions requirements of the host Universities.

### 3. ACCEPTANCE, MATRICULATION AND RENUNCIATION

After the final closure for acceptances, the Erasmus Office organises **compulsory information meetings** reserved for assignees. During these meetings explanations will be given regarding all the procedures necessary for matriculation at the host university and obtaining recognition of examinations on return.

The finalisation of the "Learning agreement" **will take place only a few weeks before departure** (from May onwards); in June the institute will issue the Institute-Student Agreement which regulates the financial aspects of the mobility.

In the event of renunciation after the signing of the Institute-Student Agreement, students will be excluded from participation in the call for applications the following year, unless there are documented reasons or causes of force majeure.

### 4. UNIVERSITY FEES

During the period of mobility abroad, the assignees will acquire the status ERASMUS+ and will be considered in all respects enrolled at the host university. No payment of any kind of fee or contribution will be required from the host university, except for limited amounts for compulsory enrolment in student associations or supplementary insurance coverage. However, students must duly carry out procedures provided for by IULM University: payment of enrolment fees for the academic year 2020-2021, compilation of the individual Study Plan by entering the options, and compliance with the deadlines and requirements indicated by the Students Office.

### 5. OLS – ONLINE LINGUISTIC SUPPORT

Prior to departure, assignees are required to carry out the **OLS TEST** (online linguistic support - initial assessment), which is mandatory and implemented by the European Union on the OLS platform. Based on the results of the initial assessment, students below level C1 will be assigned the licenses for an online language course. They will be required to use the license and complete the course. Upon return, all students are required to complete the OLS TEST (final assessment) regardless of whether they received the license for the online language course.

### 6. PERMISSIBLE ACTIVITIES DURING PERIOD OF MOBILITY FOR STUDY PURPOSES

Activities permitted during the mobility period are:

- Attendance of courses and sitting related examinations
- Preparation of degree thesis.

The Study Plan for abroad is agreed upon a few weeks prior to departure between the student, the partner university and the IULM University Academic Coordinator through the Learning Agreement (Erasmus study contract). At the end of the mobility, IULM University guarantees full recognition of the activities agreed upon, realised and certified by the host university. The granting of credits or the recognition of activities carried out by the student may be refused only if the student has not reached the minimum level required by the host university or has not fulfilled the conditions agreed upon.

**Payment of the Erasmus grant is subject to the recognition of at least one IULM examination (6 CFUs) for each semester of stay; any exceptions will be accepted only upon the presentation of documented reasons.**

### 7. INSURANCE COVER

To stay in EU countries, students must carry a European Health and Insurance Card (TEAM). All students on mobility are covered during their normal academic activities at the host universities by the Accident Insurance provided by IULM. If further forms of insurance are needed to fulfil the requirements of the host university, for national legislation or for the needs of the student, students are required to find personal solutions. For supplementary policies, an agreement for IULM students has been stipulated with the insurance company AON.

### 8. PAYMENT OF THE GRANT

The Erasmus+ grant will be credited exclusively to the current account associated with the Card Ateneo +; assignees are required to activate the Card immediately at the Banca Popolare di Sondrio. No transfers will be made to other current accounts. The credit will be made in two instalments (70% of the amount contracted before departure and the balance due on return, calculated on the basis of the time spent abroad). The calculation of the total amount will be based on the days actually completed and certified for, as counted by the European Union through the Mtool web platform.