



EXCHANGE PROGRAMME

CALL FOR APPLICATIONS FOR AWARDING MOBILITY DURING THE SECOND SEMESTER 2020-2021

FOR UNDERGRADUATE STUDENTS AND POSTGRADUATE STUDENTS of STRATEGIC COMMUNICATION
AND HOSPITALITY AND TOURISM MANAGEMENT

Period for presenting applications on-line:

Opening date: Wednesday 10.06.2020

Closing date: Monday 13.07.2020

WHAT IS THE EXCHANGE PROGRAMME

With Exchange programme it is possible to carry out a mobility period for study purposes in extra-European countries, for an entire semester or a term: the activities – previously approved by IULM academic commission – carried out by the student abroad will be recognised in the student's career.

IULM University has signed student mobility agreements with many non-European universities (Annex A).

Students wishing to study at the above-mentioned Universities, must refer to the Study Abroad Office and comply with the specific conditions of the individual agreements.

ELIGIBILITY REQUIREMENTS

Applicants must be regularly enrolled – as non-final year student – both in the academic year during which they apply and in the academic year during which the mobility takes place. Exams taken abroad will not be recognized in absence of a regular enrolment in subsequent years of coursework.

NB: By choosing the host university (annex A), it has to be noted that not all programmes are compatible with all destinations. Compatible programmes are specified for every destination.

LANGUAGE PROFICIENCY

Essential requirements in order to be inserted in the rankings is the possession of language proficiency, which is required by host universities and indicated in the annexes. In the case of language certifications, please note that certificates issued for more than two years before will not be considered valid. Certifications should be valid both during the application procedure and at the time of departure for the assigned destination.

In the event that the student has taken the certification exam before the deadlines set for the call for applications and s/he has not received the results yet, the student can attach a document stating her/his registration for the exam; s/he will have to submit her/his certificate to studyabroad@iulm.it once available.

The student is required to take the language proficiency exam at least one week before the deadlines set for the call for applications.

Language proficiency assessment: For the destinations that do not require specific language proficiency (see Annex A), an oral exam must be taken; this will be carried out online **during the last week of June**, in accordance with the terms and conditions that will be published on the Community. **Students wishing to apply must take their oral language test before the deadlines set in the call for applications and will be required to register by filling out the form below – published on the Community too – by June 17th 2020: [register for the language test](#).**

Students that present a linguistic certification of the level required in the annexes related to the desired destination will be exempt from language assessment test. **Linguistic certifications can't be submitted later than the deadlines set in**

the call for applications. Negative results in the language proficiency assessment for the Erasmus Plus Programme exclude automatically the candidate from this programme.

- The language proficiency tests will be held in the period between **22.06.2020 and 26.06.2020**.
- The detailed timetable of the tests will be published after June, 17th 2020.
- **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 studyabroad@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.**

APPLICATION PROCEDURE

Students wishing to apply must send the online application form published on the Community **IULM>CATEGORIE DI CORSO>FORMAZIONE, SERVIZI, OPPORTUNITÀ>MOBILITÀ INTERNAZIONALE** between **10.06.2020 and 13.07.2020**.

Students have to log in with their IULM email address and upload the following documents:

- a motivation letter in the language of the host country;
- language proficiency certifications (if any).

Students can apply for up to two destinations.

RANKINGS

The Exchange 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 undergraduate students, the arithmetic mean + academic records for all examinations regularly listed in the student’s records before the end of the summer examination session will be taken into account. For 1st year students applying for the UTS in Sidney, if the total number of assignees will be smaller than the number of available places due to the lack in credits acquired, exams taken during the autumn session and regularly listed in the student’s records before **September, 15th 2020** will be taken into account too.

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 student’s office and ask for the details to be updated.

CALCULATION OF SCORE	MEAN	RECORDS
Enrolled in 1 st year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by the summer session, 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 1 st year of postgraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by the summer session, 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 2 nd year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by the summer	Number of credits gained/120 *100 e.g. 108 credits gained in 2 nd year $108/100*100 = 90$

	session, expressed as a score out of 100	
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ASSIGNMENT OF DESTINATION

According to the rankings, the student will be assigned her/his 1st destination or, if indicated, her/his 2nd destination; a student can't therefore be assignee for two destinations. **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 a mobility period **loses priority**
- a student who has a higher level in language proficiency **gains priority**
- 2nd year students **have priority** over 1st year students.

IULM University checks in advance that the educational offer of the hosting universities is compatible with the Study Plan of the degree course; however, in the event of substantial changes to IULM academic offer or to the partner academic offer not known at the time of publication of the call for applications, the destination may be changed after assignment in agreement with the student.

PUBLICATION OF THE RANKINGS

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

Friday, 17th July 2020 and sent by email to the candidates

Selected students shall confirm their acceptance or refusal by filling in the form that will be sent by email to the assignees, in compliance with the deadlines indicated in the email.

- In the event of the place not being accepted by the set deadline, the applicant will automatically be considered to have refused and his/her destination will be reassigned.
- In the event of refusal or no confirmation of acceptance by the student entitled to the place by the deadline, his/her 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"** candidate according to the ranking. The reassignment of late refusals will be carried out in accordance with administrative timescales and deadlines.

VISAS AND OTHER REQUIREMENTS

Students are required to inquire in advance and independently on legal formalities to be completed in order to stay in the chosen country (entry visa, health insurance, any required vaccinations and medical examinations). Moreover, many countries require precise guarantees from students regarding their economic condition, which must be such as to ensure livelihood during their stay, in compliance with the standards settled 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.**

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. The granted amounts will be distributed according to the ministerial dispositions. Ministerial tables and further instructions will be published on the Community.

In order to benefit from these contributions, students must submit the ISEE declaration.



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

Students applying at IULM Right to Study Office for a **regional scholarship** in the academic year 2020-21 may apply for a further regional contribution for “Integration for International Mobility”. Interested students are therefore invited to contact the Right to Study Office.

DATA PROTECTION

All personal data presented by candidates applying for the Exchange programme are treated according to the EU Regulation 2016/679. The complete privacy statement will be available in the application form.

AMENDMENTS

These regulations may be subject to changes. Available destinations may also vary due to problems arising at 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.

Covid 19 emergency: The realization of the mobility will depend on the regulations established by each government, as well as by partner universities, in compliance with the current pandemic.

BEFORE LEAVING

After the definitive closure of the acceptances, the Office will send all information to the assignees. Here all necessary procedures for registration at the host university and recognition of exams after return will be explained.

The candidate eligible to participate in the programme, must formalize the learning agreement before leaving. It is the study contract between student, sending University and destination University; it regulates the criteria for the recognition of activities carried out abroad and is agreed in advance. Full recognition of all activities abroad is guaranteed, provided they have been previously agreed and included in the learning agreement. The student cannot anticipate exams included in subsequent years in the academic career. For example, students enrolled in the second year can't take third year exams abroad. It will be the student's responsibility to verify his/her study plan. The mobility office cannot under any circumstances intervene to make changes to the students' individual study plan.

The credits that can be acquired abroad cannot in total exceed 1/3 of the core credits of the course of study, without prejudice to the elective credits. Any credits acquired abroad through other mobility programmes will also be counted.

Students in master's degree programmes may only attend courses listed as post-graduate or master's degree at the host university, unless otherwise approved by the academic commission.

IC students must follow the rule of prerequisites for mediation laboratories: a student cannot, for example, take the linguistic mediation laboratory III abroad if he/she has not already passed the linguistic mediation laboratory II.

Students must pay for travel, board and lodging expenses during their stay abroad. The Mobility office will not provide information in this sense: the logistic organization is entirely managed by the student himself. It is at discretion of the host university to offer support in finding an accommodation.

The departing student is advised to provide health insurance coverage for the period he/she will spend abroad. IULM University has signed an agreement with AON: www.aonstudentassurance.com

UNIVERSITY FEES

Students must be up to date with the payment of university fees in Italy and maintain enrolment during the mobility year; no payment of any kind of fee or contribution will be required from the host university. 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 elective courses, and comply with the deadlines and requirements indicated by the Students Office.



ONCE BACK

At the end of the mobility period the student is required to present all the necessary documentation to the Study Abroad Office for the purpose of recognition (Certificate of Arrival/Departure, Learning Agreement and subsequent original modifications duly signed by the partner University, Transcript of Records or other official certificates of exams taken abroad). The Study Abroad Office, after appropriate verification at the partners of the documentation presented, establishes the recognition procedure which, upon acceptance by the student, will be sent to the Registrar's Office and subsequently ratified by the Faculty Council. The marks of exams taken abroad are converted into marks out of thirty, according to the tables ratified by the Academic Senate. It will be up to the student to refuse the recognition of an exam taken abroad; the renunciation of the recognition of an activity carried out abroad has a definitive and irrevocable value. Only one recognition procedure will be given to each student upon return; partial or incomplete recognition practices will not be initiated for any reason.

Further information at the Study Abroad Office

e-mail studyabroad@iulm.it

APPROVED WITH RECTORAL DECREE