

SEMESTER ABROAD PROGRAMME

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

FOR UNDERGRADUATE STUDENTS AND POSTGRADUATE STUDENTS OF 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 SEMESTER ABROAD PROGRAMME

The Semester Abroad Programme allows students to take six-month mobility periods in both European and Non-European countries. It is half-yearly mobility, an academic term, certificate programmes or mobility aimed at achievement of a double degree.

IULM University has stipulated agreements for the mobility of students with the universities listed in Annex A. Unlike the Exchange Programme, **this is a fee-paying programme: students are required to pay the university fees required by the host university. Since this is a mobility programme, students will still have to keep the IULM registration for the mobility period, with the payment of fees.**

Students willing to study in one of the universities listed in Annex A, should refer to the Study Abroad Office and abide by the specific conditions of the individual agreements.

The programme cannot take advantage of the mobility grants allocated by the MIUR, but the university makes some scholarships of merit available (see Annex A).

In addition, **IULM Right to Study Office** assigns an integration to the mobility to students who are eligible for the Regional Scholarship and who carry out a period of mobility abroad; therefore, interested students are invited to apply both for Regional Scholarships and for the related integrations for mobility, by submitting an application to the Right to Study Office.

ELEGIBILITY REQUIREMENTS

Applicants must be regularly enrolled as non-graduating students to the academic year in which they apply and to the academic year in which the mobility takes place.

Exams taken abroad will not be recognized in absence of a regular enrolment in subsequent years of coursework.

NB. When choosing the destination university, students must remind that not all degree courses are compatible with the destinations. Compatible courses for each destination are specified in the annexes.

LANGUAGE PROFICIENCY

An essential requirement is the possession of the language skills required by the universities of destination and indicated in the annexes to the announcement. 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

APPLICATION PROCEDURE

Applications must be submitted from **10.06.2020 to 13.07.2020** using the specific online form published on the Community: **IULM>CATEGORIE DI CORSO>FORMAZIONE, SERVIZI, OPPORTUNITA'>MOBILITA' INTERNAZIONALE**

Students are also required to upload their language certification for the chosen destination.

It is possible to apply for up to two destinations.

RANKINGS AND CONTRIBUTIONS FOR MOBILITY

A maximum number of participants has not been set for the Study Abroad destinations. IULM University will submit to the partner universities all the candidates with the required qualifications.

For each destination the University provides scholarships to encourage mobility and, for the allocation of the contribution to mobility, a merit ranking will be prepared. The details of the scholarships are explained in Annex A.

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. An exception is made for students applying for the DBS double degree: all exams taken before the end of the autumn session will be taken into account. 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 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 session (or the autumn session for DBS double degree candidates), expressed as a score out of 100	Number of credits gained/120 *100 e.g. 108 credits gained in 2 nd year 108/120*100 = 90

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. a student who has already carried out a mobility period **loses priority**
- b. a student who has a higher level in language proficiency **gains priority**
- c. 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 and sent by email to candidates, starting from:

Friday, 17th July 2020

As for the DBS double degree, rankings will be published at the end of the autumn exam session: exams taken in this session will be taken into account.

Selected students will confirm their acceptance or renunciation by filling in the appropriate form which will be sent by e-mail to the assignees, according to the deadlines indicated in the e-mail.

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 the first assignee refuses, the contribution will be attributed to the second candidate.

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.**

BORSE INTEGRATIVE REGIONALI (REGIONAL SUPPLEMENTARY GRANTS) – SOURCE: IULM RIGHT TO STUDY OFFICE

Students applying for a **regional scholarship** in 2020-21 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.

DATA PROTECTION

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

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.

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

Before leaving, assignees will be required to formalize the Learning Agreement, which is the study contract between student, home University and host University. In fact, this contract governs the criteria for the recognition of activities carried out abroad and is agreed in advance. The full recognition of all the activities carried out abroad is guaranteed, provided that they are previously agreed and included in the Learning Agreement. Students cannot anticipate exams that are included in subsequent years in the academic career. For example, students enrolled in the second year cannot take third-year exams abroad. It will be the students' responsibility to verify their 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 will be required to pay for travel expenses, board and lodging during their stay abroad. The Mobility Office will not provide indications in this matter: the logistic organization is entirely managed by students themselves. It is at the complete discretion of the host university to offer support for finding 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 AND OBLIGATIONS

Students must be up to date with the payment of university fees in Italy and maintain enrolment during the mobility year; moreover, students are required to pay enrolment fees at the host university, according to the deadlines provided by the partner 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 students will be required to present all necessary documentation to the Mobility Office for the purpose of recognition (Certificate of Arrival/Departure, Learning Agreement and subsequent changes in original duly signed by the partner University, Transcript of Records or other official certificates of exams taken abroad). The Mobility Office, after appropriate verification of the documentation presented with its partners will establish the

recognition procedure which, upon acceptance by the student, will be sent to the Registrar's Office and subsequently ratified by the Faculty Council. All marks for exams taken abroad will be converted into a score out of thirty, according to the tables ratified by the Academic Senate. It will be up to students 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.

STUDY ABROAD OPTIONS

- **Semester (or term) mobility:** students will spend a period of one academic semester at the host university, taking exams related to the semester attended.

- **Certificate Programmes:** in addition to the six-month mobility programmes, the Dublin Business School organizes specialisation courses, called **Certificate Programmes**. These courses, last about 12 weeks, and usually deepen specific topics which give the right to issue a certification. For the programmes specified in Annex A, students, in addition to the certification of the host university, will obtain the career recognition of the exams taken that have a corresponding exam in IULM.

Costs, requirements, deadlines and links to the programmes can be found in Annex A.

- **Double degree with Dublin Business School:** Corporate Communication and Public Relations students can attend one year or one intensive semester at Dublin Business School, obtaining an Honours Bachelor Degree in Marketing upon passing the required 60 credits. The BA (Hons) is the highest level obtainable in the first level degrees in Ireland and United Kingdom. The initiative is open to students enrolled for the year **2019/2020 in the 2nd year of RPCI** who, by the **September 2020 session**, have acquired the 120 credits in IULM, expected for the first two years of the course. **IELTS** language certification is required with a score of **6.0**.

Students will leave for their 3rd year abroad in January 2021

Acceptance of the application is at discretion of the Dublin Business School. During the mobility period at the DBS students must pass the required exams, for a total of 60 credits, obtaining the BA (Hons) in Marketing. Upon return, students will complete IULM courses by taking the missing exams and the thesis.

The possibility of graduating at IULM university during the November session is not guaranteed, due to technical time required to recognise exams taken abroad.

Further information at the Study Abroad Office
e-mail studyabroad@iulm.it

APPROVED WITH RECTORAL DECREE