

ERASMUS+ 2022

KA131 – INDIVIDUAL MOBILITY FOR STUDY PURPOSES CALL FOR APPLICATIONS FOR AWARDING OF MOBILITY FUNDING A.Y. 2022-2023 FOR STUDENTS ENROLLED IN BACHELOR'S AND MASTER'S PROGRAMMES

Period for presenting applications online:
Opening date: Wednesday 19.01.2022 from 10 am
Closing date: Friday 4.02.2022 at 5 pm

ERASMUS+ PROGRAMME

With Erasmus it is possible to carry out a mobility period for study in Europe, **from 2 to 12 months**, at a Higher Education Institute belonging to one of the countries taking part in the Program from **the second year of study**. The applicant must be regularly enrolled at an Institute of Higher Education holding the **ECHE** (Erasmus Charter for Higher Education) and participate in the relevant Call for Applications; the period of study abroad must be an integral part of the applicant's study program; 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 2022-2023 all activities must be carried out in the period between 1.09.2022 and 31.10.2023; any other previous or subsequent days will not be funded, even when included in host universities academic calendar.

The agreements activated by IULM University for mobility for study purposes are listed in the annexes "**Destinations**", divided into degree course and level of language proficiency required; all destinations are published for n. 1 (one) "semester" of mobility. Mobility start and end dates are different according to the country of destination and the host universities academic calendar; for this reason, "semesters" can have variable duration from 3 to 6 months, depending on the destination and semester start and end dates do not necessarily coincide with IULM academic calendar.

The integral call for applications, the destinations, the guide to International Certifications and the relevant updates can be found in the section:

- **COMMUNITY IULM => categorie di corso, didattica e servizi => formazione, servizi, opportunità => mobilità internazionale.**

1. ELIGIBILITY REQUIREMENTS

- Applicants must be students (of any nationality) **regularly** enrolled for the academic year 2021-2022 at IULM University in one of the Bachelor's or Master's courses. Students enrolled as "fuori corso" or not in compliance with enrolment requirements for the academic year 2021-2022 are not eligible to apply. Students attending their 3rd year in the academic year 2021/2022 must enrol to the 1st year as "fuori corso" during the academic year 2022/2023 in order to carry out a mobility period for study purposes, otherwise the exams taken abroad will not be recognized. It is not possible to apply in the 3rd year of Bachelor's degree and carry out a mobility period in the 1st year of Master's degree.
- Students who have already carried out two semesters abroad in the same course of studies, cannot apply for any other mobility programs during the same course of studies.
- Students regularly enrolled at IULM University who are citizens of one of the member states of the European Union participating in the Program (<https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries>) may apply for a place at a university in their own country provided that they are legally resident in Italy.

2. LANGUAGE PROFICIENCY

An essential requirement in order to apply is the possession of the language skills required by the host universities and specified in the annexes "**Destinations**" proven by one of the International Certifications specified in the "**International Certification Guide**" available in the Community; the Certification must be obtained after January 19th 2020. Alternatively, students must have the "declaration of language proficiency for international mobility" issued by IULM ILC in 2020 or in 2021, obtained after passing the specific proficiency exams aimed at international mobility programs.

The International Certification or the IULM declaration of language proficiency should be uploaded in the online application and will be verified when creating the ranking list. Should adequate documentation be missing, the student won't be able to complete the application and s/he will be excluded from participating in the program. Where the host universities explicitly request official language certification, this can under no circumstances be replaced by the test of language proficiency organized internally by IULM; students are required to carefully verify the terms and conditions of eligibility of the different universities, as indicated in the annex "Destinations". Students who attend courses that are entirely held in English (**Bachelor's in Corporate Communication and Public Relations** and **Master's in Hospitality and Tourism Management**) are exempt from language proficiency for ENGLISH B2, while students attending the **Master's in Specialized Translation and Conference Interpreting** are exempt from language proficiency for all the languages included in their study plan. All the exempted students should upload in their application a **self-declaration form**, drafted in compliance with the example downloadable from the community. Students who are only exempted for the English language, will be required to upload the relevant language certifications in order to apply for destinations not related to the English-speaking area.

Candidates with international certifications different from the ones mentioned in the International Certification Guide (available in the Community) are required to submit them to the International Language Center – ilc@iulm.it – to state the relevant eligibility.

NOTE: in some French, Spanish or German universities it is possible to attend courses both in the local language and in English. For these destinations only the language proficiency certificate for the local language is requested. However, students must be aware that the host university may refuse the admission to the English courses if the language level is considered insufficient (generally below B2); also, the host university is fully within its rights to deny access to specific courses in case of insufficient linguistic or academic pre-requisite, or should there be no further places available on the course.

3. APPLICATION PROCEDURE

Students wishing to apply must:

1. Choose minimum 1 / maximum 5 (where possible) universities among those indicated for their own degree course, verifying possible limitations indicated in the Destinations (teaching language, required language level, mandatory language certifications for admission, acceptable academic year, etc.)
2. **Enter the chosen destinations in the applications in strict order of preference (see also par. 4);**
3. Upload the international certifications or the declarations of language proficiency related to the chosen destinations.
4. Download the receipt of the application.

The access mode to the online application will be communicated in the Community, once the procedure has been opened.

4. RANKINGS AND ASSIGNMENT OF DESTINATION

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 current academic year). Ranking will be drawn up at the end of February, after the Students' Secretariat has listed all the exams taken during the winter session, that will end on February 5th 2022. Students are specifically requested to check their records online, report any discrepancies to the **students' secretariat** and ask for the details to be updated.

For students enrolled in the 1st year of Bachelor's, the final high school score (Maturità) will also be used for assessment; for students enrolled in the 1st year of Master's, the final Bachelor's score will also be used for assessment.

CALCULATION OF SCORE

Students enrolled in the 1st year of Bachelor's or in the 1st year of Master's	Students enrolled in the 2nd or 3rd year of Bachelor's
50% => Final high school score (maturità) or final BA score 25% => percentage of realization Number of credits gained 25% => percentage of merits Arithmetic mean of registered marks expressed as a score out of 30	50% => percentage of realization Number of credits gained 50% => percentage of merits Arithmetic mean of registered marks expressed as a score out of 30

The score and the positioning of the student in the ranking will be **automatically calculated by the application platform** based on the data registered in “carrieria”; also the destination is automatically assigned by the system based on the positioning on the ranking, the number and the order of preferences indicated by the candidate and the availability of the places. If two students achieve the same score and it would not be possible to assign a destination for both of them, the student with a lower contribution band gains priority.

The system does not assign destinations if the student didn't specify them among his/her preferences, even if there are destinations left.

For this reason, students are invited to specify as many preferences as possible, depending on their linguistic requirements, and at the same time, to NOT insert destinations that they are not going to accept if assignee.

The management of the process is totally automated; therefore, students are invited to pay close attention while entering both destinations and their order of preference, because once closed it will not be possible to modify the provided choices.

5. ACCEPTANCE OF THE DESTINATION

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

Friday, February 25th 2022 – 5 pm

The student can check the assigned destination entering in his/her “segreteria online” profile, in “Bandi di Mobilità”; to accept or refuse the destination the student should click on it.

No personal communication will be sent to assignees – candidates should check independently which destination was assigned to them and accept or refuse it, strictly by the deadline.

Students that applied for different mobility calls for applications (Erasmus +, Exchange or Semester abroad) and they have turned to be assignee for more than one program, must accept just ONE DESTINATION and refuse the others. It is not possible to accept more than one destination.

LAST TERM TO ACCEPT OR REFUSE THE ASSIGNED DESTINATION: WEDNESDAY, MARCH 2ND 2022 – 5 pm

- The non-acceptance/refusal of the assigned destination within the set deadline is **definitive**; it will not be possible to re-assign the destination for any reason.
- Non-accepted destinations will be given to the first eligible non-assignee candidate in the ranking.

6. VISA, RESIDENCE PERMITS, SUPPLEMENTARY INSURANCE COVERAGE

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, residence permit, and health regulations). 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, as well as adequate health policies for those who not own the European TEAM badge. **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.**

7. CONTRIBUTIONS FOR MOBILITY

ERASMUS GRANTS – Source: European Union

Recipients: Erasmus students chosen by universities participating in the program. 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 - €350 per 30 days of mobility: Denmark, Ireland, Norway, Sweden.

GROUP 2 – MEDIUM COST OF LIVING - €300 per 30 days of mobility: Austria, Belgium, France, Germany, Malta, The Netherlands, Spain, Portugal.

GROUP 3 – LOW COST OF LIVING - €250 per 30 days of mobility: Bulgaria, Croatia, Latvia, Lithuania, Hungary.

The above mentioned contributions will be allocated for the actual period physically carried out abroad exclusively; if students leave later than or come back earlier than the set date due to reasons related to the COVID-19 health measures but continue to attend online courses provided by the partner university, they will be considered as Erasmus students and they will be guaranteed the right to the recognition of the entire period but they will receive the grant only for the period actually carried out abroad.

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

The Ministry of Education, University and Research (MUR) 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 2022 **by 31/05/2022**. 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 2022-2023 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 – email: dirittoallostudio@iulm.it

8. 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.

9. DISABLED STUDENTS

Students with disabilities who have been assigned a 2022 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.

10. COMMUNICATIONS

For the entire duration of the ERASMUS program, 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

For the student: IULM institutional address (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.

11. DATA PROTECTION

All personal data submitted by candidates applying to participate in the Erasmus + program 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. S/he is invited to submit any enquiries regarding the processing of his/her personal data to the Institute to which s/he 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; s/he 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. When applying for the call the student agrees with the privacy policy.

Privacy policy related to the International Mobility Call for Applications is available on IULM website at the following address:

<https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79>

[b772bec7e7f/info+bandi+mobil%C3%A0+internazionale.pdf?MOD=AJPERES](https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79/b772bec7e7f/info+bandi+mobil%C3%A0+internazionale.pdf?MOD=AJPERES)

The student it is also invited to read the European statement on the processing of personal data in electronic systems for the management of the Erasmus+ mobility at the following address: https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en

12. AMENDMENTS

These regulations may be subject to changes due to specific indications from the Italian National 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). Any changes will be communicated and publicized through the IULM Community.

13. 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 decentralized activities submitted by IULM University for the academic year 2021-2022, 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 the Community, **TUTOR REPORTS** are available, i.e. short reports concerning partner universities, written by former Erasmus students in order to describe their experience. Candidates are advised to take a look at these documents and to contact former students for further information.

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)

Under no circumstances, IULM University can't intervene to modify the admissions requirements of the host Universities.

3. ACCEPTANCE AND MATRICULATION

After the final closure for acceptances, the Erasmus Office organizes compulsory **information meetings** reserved for assignees, dedicated to matriculation procedures at the host university and the explanation of the necessary administrative procedures for the recognition of the activities carried out abroad. The finalization of the "Learning agreement" **will take place only a few weeks before departure** (from May onwards); before the start of the mobility period and consistent with the reception of funds by the National Agency the Institute will issue the Institute-Student Agreement that regulates the economic aspects of the mobility.

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 2022-2023, compilation of the individual Study Plan by entering the options, etc.

5. PERMISSIBLE ACTIVITIES DURING PERIOD OF MOBILITY FOR STUDY PURPOSES

Activities permitted during the mobility period are:

- Attendance of courses and sitting related examinations, both in presence and in a blended form (mixed: in presence + online)
- Preparation of degree thesis.

The Study Plan for abroad is agreed upon a few weeks prior to departure with the assignee through the Learning Agreement (Erasmus study contract).

At the end of the mobility, IULM University guarantees full recognition of the activities agreed upon, realized 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. In case of early return or delayed departure for international or personal health reasons, provided that these can be documented, students can attend online courses at the partner university and take the relevant exams from Italy; in this case, students will be considered as Erasmus students and they will be guaranteed the right to the recognition of the activities completed successfully and the economic contribution will be recalculated for the period spent physically abroad at the host university.

6. INSURANCE COVER

The basic health insurance coverage is provided by the Italian National Health System also during the stay in a different EU Country through the European Health and Insurance Card – TEAM (terms and conditions at the following address: : <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>). However, the European Health and Insurance Card coverage may be insufficient, especially in case of repatriation and/or medical surgery. For this reason, assignee students are invited to take out supplementary health insurance. The Institute signed a partnership with the insurance company AON for those students who want to buy a supplementary insurance that covers healthcare, travel and stay (<https://www.aonstudentinsurance.com/students/it/>). The student has insurance coverage also for civil liability and injury during his/her stay abroad, limited to the period of academic activities and in compliance with legal and administrative provisions of both the home and the host country. The Institute signed the Civil Liability insurance with the company QBE EUROPE SA/NV: insurance number 074 0000026 and the injury insurance with the company GENERALI Italia (former INA Assitalia) – insurance number 360029587 – Master Policy 350036808.

If for national legislation, host university's or student's needs further types of insurance are needed, the student has to stipulate it autonomously. The participant is directly responsible for the stipulation of any supplementary insurance.

7. 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 calculation of the total amount will be based on the days actually completed and certified for, as counted by the European Union through the web platform.

Students are invited to read the Institute Guide Lines for mobility published on IULM website > International > Study abroad