

ERASMUS+ 2023
KA131 - INDIVIDUAL MOBILITY FOR STUDY PURPOSES
CALL FOR THE ALLOCATION OF MOBILITY GRANTS A.Y. 2023-2024
FOR STUDENTS ENROLLED IN BACHELOR'S AND MASTER'S DEGREE PROGRAMS
ONLINE APPLICATION SUBMISSION

Opening date: Wednesday 18.01.2023 at 10.00

Closing date: Thursday 2.02.2023 at 17.00

ERASMUS+ PROGRAM

Within the Erasmus+ Program, starting **from their 2nd-year** students can carry out a mobility period of **2 to 12 months** for study in Europe at a Higher Education Institution belonging to one of the countries participating in the Program. Candidates must be properly enrolled at an Institute of Higher Education holding **ECHE** (Erasmus Charter for Higher Education) and participate in the corresponding Call for Applications. The study period abroad must be an integral part of the candidate's study program. The mobility period must take place at an Institute of Higher Education, also holding ECHE, that has signed an **Inter-institutional Agreement** with IULM University.

For the academic year 2023-2024, all activities must take place between 1.06.2023 and 30.09.2024; any days before or after these dates cannot be funded in any way, even if included in the academic calendar of the host universities.

Agreements implemented by IULM University regarding mobility for study purposes are indicated in the “**Destinations**” annexes, divided by degree courses and compulsory language proficiency level. All destinations are tendered for 1 (one) "semester" of mobility. Mobility start and end dates may vary depending on the destination countries and the academic calendar of the host universities. Therefore, the "semesters" may last from 2 to 6 months depending on the destination, and the semester start/end dates do not necessarily coincide with the IULM academic calendar.

The full text of the call for applications, all destinations, the “Guide to International Language Certifications” and any updates can always be found in the Community, in the section:

- **COMMUNITY IULM > categorie di corso, didattica e servizi > formazione, servizi, opportunità > Mobilità Internazionale – Study Abroad > Informazioni, bandi, regolamenti - Information, calls, regulations.**

1. ELIGIBILITY REQUIREMENTS

- You must be a student (of any nationality) regularly enrolled in the **current** academic year 2022-2023 at IULM University in one of the Bachelor's or Master's degree programs. Students enrolled as “fuori corso” or not in compliance with enrolment requirements for the academic year 2022-2023 are not eligible to apply. To carry out a mobility period for study purposes, students enrolled in their 3rd year of a Bachelor's degree in a.y. 2022/2023 can apply only if in the a. y. 2023/2024 they enroll in the 1st year of “fuori corso”. Otherwise, exams taken abroad cannot be recognized. **It is not possible to apply in the 3rd year of a Bachelor's Degree and carry out a mobility period in the 1st year of a Master's Degree.**
- Students who have already spent two semesters abroad during the same study cycle cannot apply for any mobility programs during the same study cycle.
- Students who are citizens of one of the European Union member states participating in the Program (<https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries>) and are regularly enrolled at IULM University, may apply to a university in their home country as long as they are legally resident in Italy.
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2. LANGUAGE PROFICIENCY

Having the language skills required by host universities is an essential requirement to apply. This prerequisite is indicated in the "Destinations" annexes and must be supported by one of the International Language Certifications indicated in the **"Guide to International Language Certifications"** available in Community, obtained after 31/01/2021. Optionally, students must have the "Declaration of Language Proficiency for International Mobility" issued by the International Language Centre IULM in 2021 or 2022 – after passing the specific assessment tests aimed at international mobility programs. The International Language Certification or the IULM Declaration of Language Proficiency should be uploaded to the online application and will be verified when sorting the ranking list. Should adequate documentation be missing, students won't be able to complete the application and they will be excluded from participating in the programs. Where host universities strictly require International Language Certifications, these cannot be substituted in any way by IULM's internally organized language proficiency test. Students are asked to check carefully in the Destination Sheets by degree course for the eligibility conditions of the different available universities.

Students from degree programs taught in English (**Bachelor's Degree in Corporate Communication and Public Relations and Master's Degree in Hospitality and Tourism Management**) are exempt from submitting a language proficiency certificate for ENGLISH B2. Students enrolled in the **Master's Degree in Specialized Translation and Conference Interpreting** are exempt from submitting a language proficiency certificate for all languages in their curriculum. All exempted students must upload to the application the form **"Declaration of exemption"** filled out according to the template that can be downloaded from the community. Students exempted only for English who are applying for non-English area destinations will still need to upload the corresponding language certifications. Students interested in applying for destinations in PORTUGAL must sign a self-certification under their responsibility, stating that they are native Portuguese speakers or have a B2 language level for Portuguese. The **Portuguese Language Self-Certification** template is available in Community and must be attached to the Erasmus application. Portuguese host universities are entitled to deny admission to courses to students who do not have the declared language level; IULM University will not be able to intervene if statements differ from the language proficiency possessed.

Applicants with certifications other than the ones listed in the Guide to International Language Certifications (available in the Community) are invited to send them to the International Language Centre - ilc@iulm.it - to check their eligibility.

NOTE: At some French, Spanish or German universities it is possible to take courses in both the local language and English. For these destinations, a statement of language proficiency is required for the local language only. Students should be aware, however, that the host university may deny admission to courses delivered in English if they find the language level of students inadequate (usually below B2). However, the host university is fully entitled to deny admission to certain courses due to a lack of the required linguistic or academic prerequisites (which may change even after the publication of the call for applications) or due to the exhaustion of available places.

3. SUBMISSION OF APPLICATION

Students interested in applying for the call for applications should:

1. choose 1 and up to 5 university destinations (where available) for their degree course, checking any restrictions listed in the Destination Sheets (teaching language, language level required, international language certifications necessary for admission, eligible course year, etc.).
2. enter the chosen destinations in the Application by listing them in strict order of preference (see also par. 4).
3. upload in the application all international language certifications or language proficiency declarations related to their destinations or exemptions – if applicable (see par. above).
4. download the application submission receipt.

Procedures for submitting the online application will be communicated in the community at the same time as the application is opened.

4. RANKING COMPOSITION AND DESTINATION ASSIGNMENT

The Erasmus+ ranking is based on **MERIT**, that is, on the academic results officially recorded in the student's career in terms of "arithmetic average of grades + percentage of achievement" (see table below). The date of application submission does not affect the ranking score, as it will be processed when careers are updated, i.e. after the student administration office has verbalized all exams taken by the 2022-23 winter session.

Exams taken but not verbalized by the 2022-23 winter session, midterm tests, and partial exams included, do not count in calculating the ranking. It is the student's specific responsibility to check his or her career online, report any mismatches to the **student administration office**, and request updates.

For students enrolled in the 1st year of a Bachelor's degree, the high school graduation grade is also taken into account; for students enrolled in the 1st year of a Master's degree, the Bachelor's degree grade is also taken into account.

RANKING SCORE COMPOSITION

Students enrolled in the 1 st year of a Bachelor's Degree	Students enrolled in the 2 nd or 3 rd year of a Bachelor's Degree + 2 nd year of Master's Degree in Specialized Translation	Students enrolled in the 1 st year of a Master's Degree
50% → High school graduation grade 25% → Percentage of achievement I.e. number of ECTS acquired out of maximum achievement 25% → Percentage of merit I.e. arithmetic average of recorded grades measured by 30/30	50% → Percentage of achievement I.e. number of ECTS acquired out of maximum achievement 50% → Percentage of merit I.e. arithmetic average of recorded grades measured by 30/30	33,3% → Bachelor's degree grade 33,3% → Percentage of achievement I.e. number of ECTS acquired out of maximum achievement 33,3% → Percentage of merit I.e. arithmetic average of recorded grades measured by 30/30

The score and the resulting ranking of the student are **automatically calculated by the Application platform** based on the data recorded in the career. **The system also automatically awards the destination based on the ranking, the number and order of preferences indicated by the applicant, and the gradual depletion of available places following the assignment.** Should two students have the same score and it is not possible to grant a destination to both of them, the student with the lower fee bracket will be awarded first.

The system does not award destinations if students have not listed them among their preferences, even if they are residual.

Students are therefore invited to enter as many preferences as possible (for a maximum of 4), consistent with the language requirements they possess, and, at the same time, NOT to enter destinations that they do not intend to accept if they turn out to be assignees.

The management of the process is fully automated; therefore, students should be very careful when entering both destinations and their order of preference since once the application is closed, it will not be possible to change the choices indicated.

5. ACCEPTING DESTINATIONS

Unless delayed due to technical reasons, the destinations will be assigned automatically from:

Friday, March 3, 2023 – 5 p.m.

Students will be able to view their assigned destinations by accessing their personal "Segreteria Online" webpage, under "Bandi di Mobilità"; to accept/reject the destinations they will have to click on it.

No personal communication will be sent to the assignees – applicants must independently check their assigned destination and accept or reject it, strictly by the deadline.

The ranking results will also be published in Community.

Students who have also applied for different mobility program calls (Erasmus+, Exchange, or Semester Abroad) and have been assigned multiple destinations tendered on different programs must accept ONLY ONE DESTINATION and reject the others. It is not possible to accept more than one destination.

DEADLINE FOR ACCEPTING OR REJECTING THE ASSIGNED DESTINATION: TUESDAY, MARCH 7, 2023 5 p.m.

- Missing acceptance/withdrawal from the assigned destination by the deadline is **permanent**; it will not be possible to reclaim missed acceptances for any reason.
- Unaccepted destinations are automatically reassigned by the system to eligible applicants.

Please note that students' final admission to host universities is at their discretion and will be confirmed only after completing the application process by the deadlines that will be communicated.

6. VISAS, PERMITS OF STAY, SUPPLEMENTARY INSURANCE

Students who are citizens of a non-EU country must research independently and be aware in advance of the legal procedures to be completed to stay in the chosen country (entry visa, permit of stay, and health regulations). Also note that many countries require that extra-EU students provide specific guarantees regarding their economic status, which must be adequate to ensure their livelihood during the mobility period, according to the standards set by the local government, as well as appropriate health policies for those who do not have the European EHIC card. **The Mobility Office is in no way responsible for any withdrawal in itinere, due to the lack of the requirements or legal documents to be able to stay in the chosen country.**

7. FINANCIAL CONTRIBUTIONS TO MOBILITY

Erasmus Grants - Source: European Union

Recipients: Erasmus students selected by universities participating in the program. The monthly amount is determined by the Erasmus National Agency and depends on the estimated cost of living in the destination country, according to the following groups:

GROUP 1 – HIGH COST OF LIVING – € 350 for 30 days of mobility:

Denmark, Finland, Ireland, Norway, the UK, Sweden.

GROUP 2/3 – MEDIUM COST OF LIVING – € 300 for 30 days of mobility:

Austria, Belgium, France, Germany, Malta, Netherlands, Spain, Portugal.

GROUP 3 – LOW COST OF LIVING – € 250 for 30 days of mobility:

Croatia, Latvia, Hungary.

The payment of the grant to students is subject to the confirmation of the funds granted to IULM University by the Erasmus+ National Agency, which takes place indicatively by July 2023.

If the funds granted are not sufficient to fully fund all mobilities, IULM University will provide partial funding as follows:

- mobilities lasting less than or equal to 100 days > funding equal to 60 days (2 months)
- mobilities lasting more than 100 days > funding equal to 90 days (3 months)

The above-mentioned grants are paid only for the duration of the period spent physically abroad. If students leave late or return early for proven reasons related to COVID-19 contingency measures, but continue to attend courses online at the partner university, they will remain an Erasmus student and still be entitled to the entire period to be recognized but will receive the grant only for the actual time spent abroad.

Green travel grant: under the Erasmus+ program, a specific grant is provided in case students predominantly use a sustainable mode of travel (train, bus, etc.) for beginning and ending mobility trips to and from the host location.

The green travel top-up consists of a single flat-rate contribution of €50 and up to 4 additional days of the ordinary grant, to cover the period of carrying out round-trip green travel. This contribution will be paid along with the balance at the end of the mobility upon submission of appropriate supporting documentation.

Contribution to fewer opportunities

To promote the inclusion of all students, in line with the principles of the Erasmus Charter for Higher Education (ECHE), IULM University guarantees equality and equity in access and opportunities offered. Students, who are awarded an Erasmus+ 2023 grant, have the option to report to the Mobility Office by 31/05/2023 their disadvantaged status (for social, cultural, health reasons, etc.) by forwarding specific documentation justifying the need for inclusion support.

Upon the availability of funds and review of the documentation, the University will consider whether to allocate the Supplementary Grant for Individual Fewer Opportunities according to the National 2023 provisions.

Fondo sostegno giovani – Source: MUR

The Ministry of University and Research supports international student mobility (DM 29.12.14 NR 976) with additional funds that are allocated to Italian universities. The allocation is for all mobility programs. To be eligible for these grants, students must declare their ISEE 2022 declaration protocol number on special forms that will be made available by the Mobility Office in the Community by **May 31, 2023**. The allocated amounts will be distributed according to ministerial dispositions not yet known at the time of the publication of the call. The ministerial tables will be published on Community as soon as they are officially released by the ministry.

Borse integrative regionali (Regional Supplementary Grants) – Source: IULM Fees, Contributions, and Right to Study Office

Students applying for the 2023/24 **regional scholarship** at the IULM Fees, Contributions, and Right to Study Office may apply concurrently for an additional regional “Supplementary Grant for International Mobility”. Therefore, interested students are invited to contact the appropriate office - email: dirittoallostudio@iulm.it.

8. DURATION AND FUNDING LIMITATIONS

To be eligible for ERASMUS student status and EU grant, students:

- must not benefit in the same period from any other EU grant awarded for study or work abroad;
- by calculating the mobility previously carried out in the same study cycle, must not exceed the total number of 12 monthly payments per single study cycle.

9. STUDENTS WITH DISABILITIES

Students with disabilities who have been awarded an Erasmus+ 2023 grant are eligible for special supplementary EU funds. Therefore, students with disabilities are invited to apply by the deadline and indicate their status in the appropriate box. The terms and procedures for the allocation of additional funds for students with disabilities will be dealt with directly by the parties involved.

10. COMMUNICATIONS

For the entire duration of the ERASMUS program, email communications between the office and the student should be made exclusively through the following email addresses:

For the Mobility Office: erasmus@iulm.it

For the student: the 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 @studenti.iulm.it e-mail address before completing the online application and to often check this e-mail box.

The Mobility Office will not be responsible for any inconveniences or delays in communication if students do not regularly check their @studenti.iulm.it e-mail box and the IULM Community.

11. DATA PROTECTION

All personal data specified in the Agreement must be processed under Regulation (EC) No. 1725/2018 of the European Parliament and the Council of Europe for the protection of individuals, respecting the processing of personal data by EU institutions and bodies, and the free movement of such data. Personal data must be processed exclusively to implement the Agreement by the

home institution, the National Agency, and the European Commission, not affecting the possibility of their transmission to bodies responsible for control and audit following EU legislation (Court of Auditors or European Anti-Fraud Office - OLAF).

Upon written request, the Participant may access his or her data and make corrections to inaccurate or incomplete information. He/she is invited to submit any questions regarding the processing of his/her data to his/her home Institute and/or the National Agency. The Participant may complain to the European Data Protection Supervisor regarding how such data is used by the European Commission.

Participation in the Call implies acceptance of the privacy policy; the text of the specific privacy policy for participation in international mobility calls is available on the IULM website at the following link: <https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79-ab772bec7e7f/info+bandi+mobilita%C3%A0+internazionale.pdf?MOD=AJPERES>.

The Participant is also invited to read the European privacy policy regarding the processing of his/her data within the electronic systems for the management of Erasmus+ mobility at the following link: <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-organisation-registration>.

12. AMENDMENTS

These regulations may be subject to changes in itinere due to specific instructions from the Italian National Agency or the European Union. The available destinations may also change as a result of unexpected problems at the partner universities or in the respective countries (substantial changes in the partners' educational offerings, force majeure, security issues, unforeseeable events). Any changes will be communicated and made known through the IULM Community.

13. RESERVATION CLAUSE

The implementation and financing of the activities provided for in this call for applications are subject to the approval by the National ERASMUS Agency of the application for decentralized activities submitted by IULM University for the academic year 2023-2024, 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 program without further consequences.

APPROVED BY RECTORAL DECREE

SUPPLEMENTARY INFORMATION TO THE REGULATIONS

1. ENROLMENT IN IULM UNIVERSITY DURING MOBILITY

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

2. INFORMATION, LANGUAGE PROFICIENCY, AND CHOICE OF DESTINATION

Before applying, each student has to carry out independent research to collect information about the various destinations by browsing the web pages of the partner universities to make a reasoned choice regarding the most suitable locations for their language level and their aspirations. In the Community, **TUTOR REPORTS** for some of the universities are available, i.e. short reports concerning partner universities, written by former students to describe their experience. Candidates are invited to take a look at these documents and to contact former students for further information.

When choosing destinations, students must take into account the restrictions listed in the specific tables, which are:

- planned year and semester of mobility
- any restrictions on the course choice
- compulsory level of language knowledge required by host universities (local and/or vehicular language)

IULM University cannot intervene in any way to change the admission requirements established by the host universities.

3. ACCEPTANCE, ENROLLMENT.

After the finalization of acceptances, the Mobility Office will schedule **information meetings** reserved for assignees.

All necessary procedures for enrollment at the host university and recognition of exams taken abroad upon return will be clarified in these meetings. **Destination assignment does not imply automatic enrollment at the host university; in fact, the student must follow the indicated application procedures and be accepted by the foreign university.** The finalization of the "Learning Agreement" (study abroad plan) will take place **only a few weeks before departure** (from May onward); before departure and according to the allocation of funds from the National Agency, the University will issue the Institution-Student Agreement that regulates the financial aspects of the mobility.

4. UNIVERSITY FEES

During the mobility period abroad, assignees will acquire the ERASMUS status and will be considered as properly enrolled at the host university. No fees or contributions of any kind will be charged by the host university unless small amounts are required for compulsory membership in student associations or supplementary insurance coverage. However, students will have to regularly carry out the procedures and meet the deadlines and fulfillments required by IULM University: for example, pay the tuition fees for A.Y. 2023-2024, fill out the Individual Study Plan by entering the elective educational activities, etc.

5. ALLOWABLE ACTIVITIES DURING THE MOBILITY PERIOD FOR STUDY PURPOSES

Allowable activities during the mobility period are:

- Attending courses and taking corresponding exams, either in face-to-face or blended mode (mixed: on-site from abroad + online from Italy),
- Preparation of the degree dissertation.

The Study Abroad Plan is agreed upon exclusively with the assignees a few weeks before departure and formalized through the Learning Agreement (Erasmus study contract). At the end of the mobility, IULM University guarantees full recognition of the activities agreed in the Learning Agreement and certified upon return by host universities. The Home university can decide not to issue credits or recognize the activities carried out by students only if they do not achieve the minimum profit level required by Host universities or do not meet the agreed conditions.

Erasmus grant payment depends on the recognition of at least one IULM exam (6 CFUs) for each semester of mobility; any exceptions will be accepted only based on proven reasons.

If students leave late or return early for international health or personal reasons – as long as they can be proven – they can continue to attend courses online at the partner university if possible and take the corresponding exams from Italy. In this case, they will remain Erasmus students and be entitled to full recognition of the activities carried out successfully. The total financial contribution will be recalculated for only the period of actual time spent abroad at the host university.

6. INSURANCE COVER

Basic health insurance coverage is supplied by the Italian National Health Service also during a stay in another European Union country through the European Health Insurance Card EHIC (conditions and benefits at: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>). However, European Health Insurance Card coverage may be insufficient, especially in the event of repatriation and/or medical surgery. Assignee students are therefore invited to take out supplementary private health insurance. IULM has implemented an agreement with AON Insurance Company for students who wish to purchase a supplementary policy that covers health care, travel, and accommodation: <https://www.aonstudentinsurance.com/students/it/>. The student benefits from civil liability and accident insurance coverage during the stay abroad, limited to the period of academic activities and in compliance with the legal and administrative provisions of the home and host countries. The University has signed Civil Liability insurance with QBE EUROPE SA/NV Company: policy no. 074 0000026 and Accident Insurance with GENERALI Italia Company (formerly INA Assitalia) - policy no. 360029587 - Master Policy 350036808.

If additional forms of insurance are needed due to the requirements of the host university, national legislation, or personal needs, students are required to make their arrangements. Participants are directly responsible for taking out any additional insurance coverage.

7. PAYMENT OF THE GRANT

The ERASMUS scholarship will be paid exclusively to the bank account associated with the Ateneo + Card; assignees are required to immediately activate the Card at the Banca Popolare di Sondrio. No transfers will be made to different bank accounts. The calculation of the total amount of the Erasmus contribution will be based on arrival and departure dates and days completed and certified, using the platform by the European Union.

Students are invited to consult the **University Guidelines for Mobility** published on the IULM website > International > Study abroad > Erasmus program.