



EXCHANGE PROGRAMME

CALL FOR APPLICATIONS FOR AWARDING MOBILITY DURING THE FIRST SEMESTER 2021-2022

FOR UNDERGRADUATE STUDENTS AND POSTGRADUATE STUDENTS of
- MARKETING AND COMMUNICATIONS
- HOSPITALITY AND TOURISM MANAGEMENT
- SPECIALIZED TRANSLATION AND CONFERENCE INTERPRETING

Period for presenting applications on-line:

Opening date: Monday 15.02.2021

Closing date: Wednesday 24.02.2021

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 universities like Australia, Latin America, the United States, Europe e Asia.

For these destinations the payment of tuition fees to host universities is not required (some universities may require the payment of an exchange student fee). The Ministry of Education, University and Research (MIUR) supports international student mobility and the granted amounts will be distributed according to the ministerial dispositions. Moreover Exchange students receive a financial help of 500 euros from IULM University, the amount is still to be approved by the academic committees.

For the academic year 2021/2022, partner universities in the UK have been included in the Exchange Programme, since they cannot be part of the Erasmus Programme anymore. For the moment, agreements between EU and UK are still pending. In case partner universities are willing to maintain an exchange agreement with IULM University, outgoing students will be able to benefit from *Fondo Sostegno Giovani* (Support Fund for Young People). The new agreements may vary according to the decisions of the partner universities.

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.

NB: By choosing the host university it has to be noted that not all programmes are compatible with all destinations.

The agreements activated by IULM University for mobility for study purposes are listed in the annexes "**Destinations**", divided into degree course. Here you will find requisites for each destination, deadlines and mobility periods. Please, consider that IULM University cannot modify the admission requirements of partner universities.

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

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

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. **Students enrolled as "fuori corso" or not in compliance with enrolment requirements for the academic year 2020-2021 are not eligible to apply.** Students attending their 3rd year in the academic year 2020/2021 must enrol to the 1st year as "fuori corso" during the academic year 2021/2022

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.

LANGUAGE REQUIREMENTS

An essential requirement for inclusion in the ranking is the possession of the language skills required by the host universities (see annexes “Destinations”), proven by one of the International Certifications indicated in the following table, provided that these are valid on January, 18th 2021 (meaning that these have not been obtained before January, 18th 2019) or, alternatively, by the declaration of language proficiency for international mobility obtained in IULM. 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 programme.

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.

In the case of international language certifications specifically required by host universities, please note that certificates issued for more than two years before will not be considered valid. Certificate should still be valid when the students start mobility.

Students are required to carefully verify the terms and conditions of eligibility of the different universities, as indicated in the annex “Destinations”.

Special cases:

- Students enrolled in the degree course of **Corporate Communication and Public Relations** (curriculum in English) and in the degree course of **Specialised Translation and Conference Interpreting**, **unless they choose a destination necessarily requiring an international language certification (see annexes Destinations)** are exempt from language proficiency for ENGLISH B2 and will be required to upload the self-declaration form when applying, drafted in compliance with the example (downloadable from the community). On the other hand, they will be required to upload the relevant language certifications in order to apply for destinations not related to the English-speaking area.
- Students enrolled in the degree course of Interpreting and Communication applying for **MGIMO – Moscow** are required to submit a self-declaration stating they have the requisites listed in the annex Destinations.
- Students enrolled in the degree course of Interpreting and Communication applying for **MSLU - Moscow** are required to submit a self-declaration stating their level of Russian language.

INTERNATIONAL CERTIFICATIONS THAT CAN REPLACE IULM INTERNAL CERTIFICATION (CURRENTLY VALID, I.E. NOT OBTAINED BEFORE JANUARY, 18TH 2019)

ENGLISH B2	CAE – Certificate in Advanced English FCE B2 – First certificate in English (inviare sia fronte che retro del certificato) BEC VANTAGE B2 IELTS – punteggio 6,5 TOEFL – punteggio 87-109
SPANISH B1	DELE B1
SPANISH B2	DELE B2

Students with international certifications different from the above-mentioned are required to submit them to the International Language Centre - ilc@iulm.it - to state the relevant eligibility.

English

The following universities require specific language certifications, stated in the annexes (destinations):

- **UTS Sydney (Australia)**
- **Rosen College, Orlando (Florida)**
- **UNK at Kearney (Nebraska) – students of the English curriculum of CCPR are exempted**

- Royal Roads (Canada)

Linguistic certifications can't be submitted later than the deadlines set in the call for applications. Certificates issued for more than two years before will not be considered valid. Certificate should still be valid when the students start mobility.

Portuguese

Partner universities accept only CELPE-BRAS certificates or equivalent.

Linguistic certifications can't be submitted later than the deadlines set in the call for applications. Certificates issued for more than two years before will not be considered valid. Certificate should still be valid when the students start mobility.

APPLICATION PROCEDURE

Students wishing to apply must send the online application form, considering the following:

1. choose 1 or 2 universities among those indicated for their own degree course, verifying possible limitations indicated in the Destinations (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**;
3. Upload the international certification or the declaration of language proficiency;
4. Save the reminder and keep the auto-reply email indicating the receipt of the application.

The terms and conditions of the online application will be communicated in the Community, once the procedure has been opened.

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 students enrolled in the 1st year of undergraduate programmes, the mark awarded for the *Maturità* will be used for assessment; for students enrolled in the 1st year of postgraduate programmes the mark awarded for the bachelor's degree, together with the arithmetic mean + academic records for all examinations regularly listed in the student's records prior to **07.02.2021** will be used for assessment; for students enrolled in the 2nd and 3rd year of undergraduate programmes, and 2nd year of postgraduate programmes, assessment will be based on the arithmetic mean + academic records for all examinations regularly listed in the student's records prior to **07.02.2021**. 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 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 07.02.2021, 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 07.02.2021, 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

Enrolled in 1st year of postgraduate programmes	Arithmetic mean calculated from student's records, including exams taken and registered by 07.02.2021, expressed as a score out of 100 - result of BA expressed as a score out of 100	Number of credits gained/60 *100 e.g. 18 credits gained in 1st year $18/60*100 = 30$
Enrolled in 2 nd year of postgraduate programmes	Arithmetic mean calculated from student's records, including exams taken and registered by 07.02.2021, expressed as a score out of 100	Number of credits gained/60 *100 e.g. 54 credits gained in 1st year $54/60*100 = 90$

ASSIGNMENT OF DESTINATION

Depending on their position in the ranking, successful candidates will be assigned their 1st or 2nd selected destination, a candidate cannot be assigned two destinations. **If applicants achieve the same basic score, and only if it is necessary to name a single assignee**, students enrolled in their 2nd year **gain priority** over students enrolled in their 1st year; if applicants achieve the same basic score again, the student with a lower contribution band gains priority.

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 will be published from:

Wednesday March 3rd 2021 (Thursday February 25th for Tourism, Management and Culture)

The relevant terms and conditions for the publication of the rankings will be indicated in the 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**
- Thereafter, assignee students will be provided with the relevant instructions on how to accept or decline the assigned destination.
- 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 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 non-assignee 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. Refused places **will not be reassigned** to students assignee of other destinations. The reassignment of late refusals will be carried out in accordance with the administrative timescales and deadlines of the universities.
- In the event of refusal after submitting the application to the partner university, the student will be excluded from participating to the next call for application, except for serious reasons or force majeure.

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, 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: MUR

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 for all mobility programmes. The granted amounts will be distributed according to the ministerial dispositions, not known at the moment of publication of the present call for applications. Ministerial tables will be published on the Community as soon as they will be published by the Ministry.

In order to benefit from these contributions, students must submit the ISEE declaration by **31.05.2021**. Further information will be given afterwards.

In the event that the number of students eligible for a destination is higher than the number of places established in the annexes, if the host university proves willing to accept them, any supernumerary students will be able to carry out the mobility period, but they will not be able to benefit from the MIUR contribution.

In order to receive the contribution, the students should have acquired at least 6 credits per semester. Exceptions may be considered in case of serious reasons.

If students leave later 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 Exchange 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.

If the measures related to the epidemiological emergency don't allow students to complete their mobility with a period being physically abroad, an entire virtual mobility period will be eligible too.

As for mobility period carried out fully virtually, no contributions for individual support will be provided.

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 2021-22 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 for international mobility is available on IULM website: <https://www.iulm.it/it/servizio/privacy-policy>.

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. Any change will be published in the Community.

BEFORE LEAVING

After the definitive closure of the acceptances, the Office organizes information meetings reserved for 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, maintain enrolment during the mobility year and duly carry out procedures provided for by IULM University: payment of enrolment fees for the academic year 2021-2022, compilation of the individual Study Plan by entering the elective courses, and comply with the deadlines and requirements indicated by the Registrar's 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 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

Phone: 02/891412383

APPROVED WITH RECTORAL DECREE