

## EXCHANGE PROGRAMME

CALL FOR APPLICATIONS FOR AWARDING MOBILITY DURING THE FIRST SEMESTER 2022-2023

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: 19/01/2022 - 10.00

Closing date: 04/02/2022 - 17.00

### 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).

**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.

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** for some of the universities are available, i.e. short reports concerning partner universities, written by former students in order to describe their experience.

In choosing the destinations, students must take into account the limitations listed in the specific tables:

- duration of period of study
- year and semester of the mobility
- courses
- compulsory level of language knowledge required by the host university (local language and/or vehicular language)

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

**It is not possible to apply in the 3<sup>rd</sup> year of Bachelor’s degree and carry out a mobility period in the 1<sup>st</sup> 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.**

## **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 “International Certification Guide”, published in the Community, available in the Community; the Certification must be obtained after January 19<sup>th</sup> 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 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”.**

**If, according to the annex “Destinations”, students enrolled in a specific degree course are exempted from submitting a language certification, they will be required to upload the “Declaration of Exemption”, which can be downloaded from the Community.**

**Students with international certifications different from the above-mentioned are required to submit them to the International Language Centre - [ilc@iulm.it](mailto:ilc@iulm.it) - to state the relevant eligibility.**

## **APPLICATION PROCEDURE**

**NB: For Exchange and Semester Abroad Programmes, students will have to fill in ONE application form, verifying they have all the requisites for all the chosen destinations (see the destination forms for your degree course).**

Students wishing to apply must send the online application form entering “Segreteria online”, “Bandi mobilità”, considering the following:

1. choose up to 4 universities among those indicated for their own degree course **both for the Exchange and Semester Abroad Programmes**, 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. Download the receipt of the application.

## RANKINGS

The 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 5<sup>th</sup> 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 1<sup>st</sup> year of Bachelor’s, the final high school score (maturità) will also be used for assessment; for students enrolled in the 1<sup>st</sup> year of Master’s, the final Bachelor’s score will also be used for assessment.

## CALCULATION OF SCORE

Students enrolled in the 1 <sup>st</sup> year of Bachelor’s or in the 1 <sup>st</sup> year of Master’s	Students enrolled in the 2 <sup>nd</sup> or 3 <sup>rd</sup> 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

## ASSIGNMENT OF DESTINATION

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.**

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.

Partner universities can confirm available courses up to one month before the courses start.

### **PUBLICATION OF THE RANKINGS**

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

**Wednesday February 25<sup>th</sup> 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 programme, 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 2<sup>ND</sup> 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.
- 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.

### **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.**



## IULM SCHOLARSHIP

IULM University gives a contribution of € 700 to every assignee of the Exchange Programme.

### 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 **31.05.2022**. Further information will be given afterwards.

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 the 2022/23 **regional scholarship** may apply for a further regional contribution for "Integration for International Mobility". Interested students are therefore invited to contact the Right to Study Office - mail: [dirittoallostudio@iulm.it](mailto:dirittoallostudio@iulm.it)

## COMMUNICATIONS

For the entire duration of the mobility programme, e-mail communications between students and the office must be made exclusively through the following e-mail addresses:

For the Study Abroad Office: [studyabroad@iulm.it](mailto:studyabroad@iulm.it)

For the student: IULM institutional address ([nome.cognome@studenti.iulm.it](mailto: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](mailto:@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.**

## 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://bit.ly/IULM\\_mobintprivacy](https://bit.ly/IULM_mobintprivacy).

## **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.

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.

## **COSTS FOR THE STUDENTS**

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.

## **INSURANCE COVER**

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.

The departing student is advised to provide health insurance coverage for the period he/she will spend abroad.

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/>

## **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 2022-2023, compilation of the individual Study Plan by entering the elective courses, and comply with the deadlines and requirements indicated by the Registrar's Office.

## **PAYMENT OF THE GRANT**

Grants 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.

## **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.

Students who expect to graduate at the end of the mobility period must return at least one semester prior to the planned graduation session.

Students are invited to check the Institute Guide Lines for mobility published on IULM website > International > Study abroad [Linee Guida d'Ateneo per la mobilità](#)

## **Further information at the Study Abroad Office**

e-mail: [studyabroad@iulm.it](mailto:studyabroad@iulm.it)

Phone: 02/891412383

**APPROVED WITH RECTORAL DECREE**