

SEMESTER ABROAD PROGRAMME

CALL FOR APPLICATIONS FOR AWARDING MOBILITY 2021-2022

FOR UNDERGRADUATE STUDENTS AND POSTGRADUATE STUDENTS OF:
- MARKETING AND COMMUNICATIONS
- HOSPITALITY AND TOURISM MANAGEMENT

Period for presenting applications on-line:

Opening date: Monday 15.02.2021

Closing date: Friday 26.03.2021

WHAT IS THE SEMESTER ABROAD PROGRAMME

The Semester Abroad Programme allows students to take mobility periods in both European and Non-European countries. It is half-yearly mobility, an academic term, certificate programmes or mobility aimed at achievement of a double degree. IULM University has stipulated agreements for the mobility of students with the universities listed in the annexes (**Destinations**).

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

The programme cannot take advantage of the mobility grants allocated by the MUR, but the university makes some **scholarships of merit available** (see annexes Destinations), considering that the amount of the scholarships is still to be approved by the academic committees.

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

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, costs 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.

ELEGIBILITY 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.

LANGUAGE PROFICIENCY

Semester Abroad universities require specific language certifications, stated in the annexes (destinations). Certificates can't be submitted later than the deadlines set in the call for applications. Please note that certificates issued for more than **two years** before will not be considered valid. Certificate should be valid when the students start mobility.

Students enrolled in the degree course of **Corporate Communication and Public Relations (curriculum in English)** are exempt from language proficiency if applying for the Dublin Business School and will be required to upload the self-declaration form when applying, drafted in compliance with the example (downloadable from the community).

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 AND CONTRIBUTIONS FOR MOBILITY

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

For each destination the University provides scholarships to encourage mobility and, for the allocation of the contribution to mobility, a merit ranking will be prepared, considering the 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).

The details of the scholarships are explained in the annexes.

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 years of the undergraduate programmes, assessment will be based on the arithmetic mean + the 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 students’ office and ask for the details to be updated.

CALCULATION OF SCORE	MEAN	RECORDS
Enrolled in 1 st 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 2 nd year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by 08.02.2020, 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 3 rd year of undergraduate programmes	Arithmetic mean calculated from student’s records, including exams taken and registered by 08.02.2020, 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 08.02.2020, 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

ASSIGNMENT OF DESTINATION

The rankings will be drawn up by destination and degree course. A student who appears to be the assignee for both the chosen destinations must choose one of the destinations for which he/she was assigned by the deadline that will be communicated by the university.

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 host universities courses are compatible with the Study Plan of the student's degree course; however, in the event of substantial changes to the IULM academic offer or to the partner not known at the time of publication of the notice, the destination may be changed after assignment in agreement with the student.

PUBLICATION OF THE RANKINGS

Unless there are variations in the date for technical reasons, the rankings for all destinations - **except DBS** - will be published, starting from:

Thursday April 1st 2021

- **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 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.

For students applying for the double degree at DBS, the ranking should be considered as provisional: students should obtain the 120 credits required for the first 2 years of the degree course by the summer exam session. Only at the end of the summer exam session, it will be possible to confirm the students' eligibility and the award of the scholarships.

SCHOLARSHIPS

For each destination, IULM University grants a scholarship for the first student in the ranking for her/his degree course (the first 2 students for the double degree with DBS). The other students considered eligible in the ranking, can still participate in the programme, but without any grant. For the academic year 2021/22 the amounts of the scholarships still have to be approved by the academic committees.

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.

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.**

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

Students applying for a **regional scholarship** in 2021-22 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 "*Ufficio Diritto allo Studio*".

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 due to specific indications from the Italian National Erasmus+ Agency or the European Union. The destinations available may also vary due to problems arising at the partner universities or in the respective countries (substantial changes in the partners' training offer, force majeure, security problems, unforeseeable events), or the signing of new agreements.

BEFORE LEAVING

After the definitive closure of the acceptances, the Office will organize information meetings reserved for assignees. Here all the necessary procedures for enrolment at the host university and the recognition of the exams on return will be clarified. Before leaving, assignees will be required to formalize the Learning Agreement, which is the study contract between student, home University and host University. In fact this contract governs the criteria for the recognition of activities carried out abroad and is agreed in advance. The full recognition of all the activities carried out abroad is guaranteed, provided that they are previously agreed and included in the Learning Agreement. Students cannot anticipate exams that are included in subsequent years in the academic career. For example, students enrolled in the second year cannot take third-year exams abroad. It will be the students' responsibility to verify their study plan. The Study Abroad Office cannot under any circumstances intervene to make changes to the students' individual study plan.

The credits that can be acquired abroad may not exceed 1/3 of the core credits of the study course subject to the credits. Any credits acquired abroad through other mobility programmes will also be counted.

Students in postgraduate programmes may only attend courses that are listed as post-graduate in the host university, unless otherwise approved by the academic commission.

Students will be required to pay for travel expenses, board and lodging during their stay abroad. The Study Abroad office will not provide indications in this matter: the logistic organization is entirely managed by students themselves. It is at the complete discretion of the host university to offer support for finding accommodation. We advise departing students to provide health insurance coverage for the period they will spend abroad. In fact, IULM University has signed an agreement with AON: www.aonstudentassurance.com.

UNIVERSITY FEES AND OBLIGATIONS

Students must be up to date with the payment of university fees in Italy, 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.

Students are also required to pay enrolment fees at the host university, according to the deadlines provided by the partner university.

ONCE BACK

At the end of the mobility period students will be required to present all necessary documentation to the Study Abroad Office for the purpose of recognition (Certificate of Arrival/Departure, Learning Agreement and subsequent changes in original duly signed by the partner University, Transcript of Records or other official certificates of exams taken abroad). The Study Abroad Office, after appropriate verification of the documentation presented with its partners will establish the recognition procedure which, upon acceptance by the student, will be subsequently ratified by the Faculty Council. All marks for exams taken abroad will be converted into a score out of thirty, according to the tables ratified by the Academic Senate. It will be up to students to refuse the recognition of an exam taken abroad. The renunciation of the recognition of an activity carried out abroad has a definitive and irrevocable value. Only one recognition procedure will be given to each student upon return; partial or incomplete recognition practices will not be initiated for any reason.

STUDY ABROAD OPTIONS

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

- **Certificate Programmes:** in addition to the six-month mobility programmes, the Dublin Business School and the UCSD of San Diego organize specialisation courses, called **Certificate Programmes**. These courses, last about 12 weeks, and usually deepen specific topics which give the right to issue a certification. For the programmes specified in Annexes Destinations, students, in addition to the certification of the host university, will obtain the career recognition of the exams taken that have a corresponding exam in IULM. Costs, requirements, deadlines and links to the programmes can be found in Attachment A.

- **Double degree with Dublin Business School:** Corporate Communication and Public Relations students can attend one year or one intensive semester at Dublin Business School, obtaining an Honours Bachelor Degree in Marketing upon passing the required 60 credits. The BA (Hons) is the highest level obtainable in the first level degrees in Ireland and United Kingdom. The initiative is open to students enrolled for the year **2020/2021 in the 2nd year of CCPR** who, by the **June 2021 session**, have acquired the 120 credits in IULM, foreseen for the first two years of the course. Fees, requisites and deadlines can be found in the annexes (Destinations).

Students will leave for their third year abroad in September 2021.

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

There is also the possibility of attending all courses planned in an intensive academic semester, from January to August. In this case, the possibility of graduating at IULM university during the November session is not guaranteed, due to technical time required to recognise exams taken abroad.

Applications expiring on **March 26th 2021** are reserved for students leaving in September 2021. Students intending to apply for the intensive semester must wait for the publication of the call for applications for the second semester 2021/2022.

Further information at the Study Abroad Office

e-mail: studyabroad@iulm.it

phone: 02/891412383

APPROVED WITH RECTORAL DECREE