

# ERASMUS+

## **ERASMUS PLUS MOBILITY FOR STUDY UNIVERSITY CALL A.A. 2016/2017**

The new Erasmus+ program for education, training, youth and sport was established with the EU Regulation 1288/2013 of the European Parliament and of the Council of 11 December 2013. This regulation was published in the Official Journal of the European Union (OJEU) on 20 December 2013 - L-series 347 .

The new Erasmus+ combines all the existing schemes for EU financing in the field of education, training, youth and sport, including the Lifelong Learning Program (Erasmus, Leonardo da Vinci, Comenius, Grundtvig), Youth in Action and five international cooperation programs (Erasmus Mundus, Tempus, Alfa, Edulink and the program for cooperation with industrialized countries).

The ERASMUS mobility allows university students to spend a period of study (3 to 12 months) at foreign universities with which the University of Camerino has signed bilateral agreements (Annex 1 – Agreement Tables) with the guarantee of full academic recognition in accordance with the Erasmus coordinators of each degree course.

It is possible to carry out a mobility for studying in a host university in the following countries participating in the Erasmus+ program :

- The 27 EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, the United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- The 3 countries of the European Economic Area: Iceland, Liechtenstein, Norway.
- The Candidate Countries Turkey, the former Yugoslav Republic of Macedonia.

The grant will not cover the full cost of the stay abroad, but it will at least partly compensate for the additional costs in the host country. Funding is exclusively allocated for performing eligible activities at the host university. The period abroad is at least three months and not more than 12 months and must take place between 1<sup>st</sup> June 2016 and 30<sup>th</sup> September 2017. No interruptions of this period are allowed.

### How to apply

Students enrolled in UNICAM wishing to participate in the program can apply no later than 12:00 of **25<sup>th</sup> March 2016** at

- Mobility and International Relations Office, Area Student Services and Internationalization (ASSINT), via Pieragostini 18, 62032 Camerino
- at the Student Registry in Ascoli Piceno Via Pacifico Mazzoni.

For applications sent by mail the date of the postmark will not be considered. The application form is available at the Mobility and International Relations Office or can be downloaded from web page: [http://www.unicam.it/studenti/bandi\\_borse.asp](http://www.unicam.it/studenti/bandi_borse.asp)

### Who can apply

To participate in the selection students must:

1. be enrolled in any degree course of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycle (Bachelor, Master, Doctorate, Specialization courses) at UNICAM; Applicants enrolled in the third/last year of a bachelor degree course who will graduate in the current a.y. 2016/2017 must be regularly enrolled in the master degree course before starting their period of mobility abroad. Students must regularise their enrolment position before starting the mobility abroad in the first or second semester.
2. have regularly paid tuition or he/she will lose the Erasmus+ status;

3. have not received in the same period any other EU contribution as part of mobility programs. It is specified, however, that Erasmus grants are compatible and cumulative, unless otherwise indicated by the financial sources, with all types of scholarship (e.g.: research scholarships, ERSU grants, etc.);
4. have not previously signed a contract of acceptance of Erasmus status and later withdrawn it without a valid reason.

Note that outgoing students cannot achieve the final degree before the end of his/her study period abroad or prior the approval of his/her credits achieved abroad.

Students who are nationals of one of the Erasmus+ participating countries and are enrolled at Camerino University are eligible for mobility at a university in their home country provided they are not still resident there. They will anyway not receive priority in the selection process. Before they can confirm acceptance of an exchange place they must in any case obtain a written confirmation from the host university.

Students who apply to the Erasmus+ Mobility of any type:

- can obtain an Erasmus grant for each course of study (undergraduate, master and PhD courses) and for a total period not exceeding 12 months for each cycle. In the case of one-tier degree course (eg.: Pharmacy - Veterinary - Law) the maximum number months of 24. Previous experience of mobility carried out within the Erasmus mobility for studying or for placement within the framework of the LLP are taken into account in calculating remaining available months. Therefore, it is requested to certify that the student has not already reached or exceeded the 12 months eligible for each cycle. For the a. y. 2016/2017 even students who already received an Erasmus grant for study or placement in the past years can apply. A minimum of remaining three months must be available for the students to spend abroad in the cycle of study for which they are applying.
- must not receive at the same time funding from the Erasmus Program and from other community funding (including scholarships to attend Double Master Degrees) or UNICAM funding assigned for mobility abroad.

#### Host Universities: procedures and rules

Once final destinations have been defined (see Agreement Tables) students are pleased to check on the website of these partner universities if there are conditions that would preclude the departure : such as too narrow application deadline, specific language requirements, incompatibility of teaching activities. It is also suggested to ask the Co-ordinator for more details about study plan.

The partner universities may not accept students even if they have been selected by the University of Camerino. It might happen, as a general rule, that students may not be accepted by the university partners for some of the following reasons:

1. The timing of the application procedure for registration. Many partner universities require that the selected student provides a complete application form (i.e., registration forms, booking accommodation, enrolment in the courses, etc.) within strict deadlines. Failure to submit the application form by the deadline results in the automatic refusal to accept the student. In some cases, the deadline set by the university partner can be very close to the time when the University of Camerino publishes rankings or on the date of acceptance of the destination by the student. Students are warmly invited to consult, before submitting the application the partner university website in order to get informed in advance about partner university deadlines.
2. The language requirements defined by the partner institution. Many partner universities require a high level of language competence, sometimes international certification are requires. Such requirements can be find on host universities website consulting the respective website or by contacting the International Relations Office by partner institutions. Please note that in most cases the language certificate is required by the partner universities when applying.
3. Incompatibility between the offered curriculum and the learning agreement proposed by the student. Please note that to carry out courses as described in the curriculum offered at the host University must be checked before applying. For further details please contact the Coordinator and consult the website of the partner institution.
4. Visas and entry requirements for non-European students. Applicant must collect relevant information through the partner universities or agencies (embassies and consulates) about the

procedures required for entering and for temporary staying in the host Country.(if necessary to obtain an entry visa, what are the timelines and procedures to pursue, how to apply for any permit/temporary residence. This information often changes from year to year, so it is not always possible to obtain it through the home university Erasmus office). It is warmly recommended that students independently inquire about the requirements and before applying, because once allocated destinations cannot be changed. NON-EU STUDENTS are asked to present request for VISA – when requested by the Country selected – together with acceptance form.

In any case, students who will be awarded an Erasmus grant to carry out a study period abroad at a host University must consider that the final decision about their acceptance is on behalf of the host University. Therefore, we cannot guarantee that, in case of refusal by the host university the student will be given the chance to change his/her destination.

### Activities to be carried out abroad

Applicants must indicate the learning activities that they intend to carry out abroad. This information is approximate and does not preclude the possibility of any changes. These activities are reported in the Learning Agreement that will be approved by the Coordinator of the Erasmus School of Study Course prior students' departure .

Activities that may be carried out during the period of mobility are the following:

- learning activities attendance (courses) and related assessment tests (exams) ;
- preparation of the thesis for master or doctoral degree ;
- practical training combined with a period of study. The traineeship must be done, with the approval of the Delegate for stage of each Study Course/ School, under the supervision of a professor of the university where the student will carry out the study period. The two activities should be conducted consecutively. The total duration of this period of combined mobility is minimum 3 months and maximum 12 months.

During the period of mobility abroad no assessment activities (exams) in UNICAM are allowed.

Students enrolled in the School of Pharmacy

courses who intend to carry out their Master thesis abroad must also enclose a statement of availability by a Unicam professor who will be their supervisor. The statement must indicate the host university where the exchange will take place, among those whom Unicam has already established Erasmus agreements or are in phase of activation.

Students may enclose two statements of availability as they may apply for two different destinations in the application form. The two statements can be signed by the same supervisor or by two different supervisors. A supervisor may issue more than one statement for the same host university, despite the current number of exchange places stated in the agreement. The final destinations will be allocated according to the ranking position.

### PhD student application

To be eligible, PhD students must provide together with the application form the following documents:

- curriculum vitae;
- reference letter by his/her UNICAM supervisor.

The mobility period must take place between 1 June 2016 and 30 September 2017 (no interruptions of this period are allowed).

A ranking for PhD will be drawn given priority to those PhD students without scholarship.

PhD students who win the present Call must choose whether to use the Erasmus+Mobility for study contribution or the increment to their PhD grant for the period abroad.

### Selection criteria and evaluation

The criteria for the ranking lists are uniform for students of all schools of the University. The School rankings will be prepared in accordance with the following criteria:

- Academic curriculum: the ratio of credits achieved (exams) and credits required from the date of first registration to at the time of submission of the application (normally are expected 60CFU/anno). For students enrolled in a master's degree the graduation marks will be also taken into account. 45%;
- Weighted average of the marks 35%;
- Language certification 10%
- Evaluation of the motivational questionnaire (learning outcomes achieved by the student in past mobility will be also taken into account.)10%.

The questionnaire is included in the application and must indicate the activities to be carried out abroad: course attendance and exams at the host University or thesis projects. In the first case it is necessary to specify which courses student intends to follow in the second case student must indicate the name of his/her thesis supervisor.

Note: all students are required to verify marks and credits are correct and updated.

### Ranking , Acceptance and Withdrawal

The rankings for each School will be drawn considering the three students' cycle of study. Therefore for each School three ranking lists will be published: one for bachelor students'; one for master students' and one for PhD/Specialization students'. Ranking lists will be available at the Erasmus Office from **11<sup>th</sup> April 2016**.

According to the ranking, the Erasmus Coordinators, in agreement with the International Mobility Delegate, will allocate the students to the different destinations.

For each study course a MEETING OF ASSIGNMENT will be held in the period **11 - 22 April 2015**. All communications concerning the place and date of the meeting will be sent by email.

Each Erasmus Coordinator will define the date and place of the meeting and will notify applicants by email.

During these meetings the destinations will be allocated on the basis both of the ranking drawn up by the Erasmus Office and of any other criteria in compliance with School teaching guidelines needs and priorities.

Following this meeting, the candidate is required to fill in and sign the acceptance form. This form must be submitted within a week time and no later than **13<sup>th</sup> May 2016**.

If the applicant is not present and has not agreed with the Erasmus Office the terms of his/her participation in the meeting, on the basis of availability of grant and destination, he/she will lose the position in the ranking. The final acceptance of the nomination is still subject to bilateral agreement signed by UNICAM as well as the acceptance by the host university.

Once the acceptance form is signed, any changes in destination will not be accepted, even in case of availability of additional scholarships.

NON-EU STUDENTS have to present together with acceptance form also request for visa to the Embassy of the Country selected, when requested

In case of withdrawal, the remaining months will be redistributed among suitable assignees on the basis of the ranking by the Course Coordinator.

The final rankings will be published by **16<sup>th</sup> May 2016**.

Please note that before departure NON-EU STUDENTS that have been awarded an Erasmus grant must timely contact the embassy or the consulate of the destination country in order to verify if further documentation is required for their stay abroad. To enter some EU countries it is also required an advanced English language certificate (C1).

### Assignments, Financing and Sanctions

The grants distribution is conditioned by the funding allocation for student mobility provided by the National Erasmus + Italy for the academic year 2016/2017

Students are informed that in case of reducing or drastically decreasing of funding, the status of Erasmus student will be granted to all students, but the total amount of grants awarded to students will be reduced in proportion to the actual funding from the European Union .

The student can also be awarded the status of "Erasmus student zero grant" , regardless of funding , provided that he/she is included in the list of assignees drawn up by the Coordinator provided that there are destinations still available. These students will receive funding only and if upon budget closing when the University will be able to verify amounts still available. The sum to assign will be decided depending on economic availability to share, period abroad and learning results.

. A questi studenti e a chiusura di rendicontazione, l'ateneo valuterà la possibilità di assegnare delle mensilità per la mobilità sulla base della disponibilità economica, del periodo trascorso all'estero e dei risultati conseguiti

The assignees who, after accepting the grant, withdraw his/her candidacy, except for valid reasons, cannot in future apply for any Erasmus grant.

#### Amount of the Erasmus Grant

The grant amount, determined annually on a national basis, is supplemented by a co-financing of the University of Camerino and by contributions from the Italian Ministry.

The grant will be calculated by multiplying the number of days actually performed for 1/30 of the unit cost per month.

This contribution is modulated according to the country of destination, divided into the following groups:

- 1) GROUP 1 HIGH cost of living:: Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden, Switzerland, United Kingdom € 280/month;
- 2) GROUP 2: cost of living MEDIUM: Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxemburg, Netherlands, Portugal, Slovenia, Spain, Turkey € 230/month
- 3) GROUP 3: LOW cost of living: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Former Yugoslav Republic of Macedonia. € 230/month.

Besides, the assignees can apply for an integration for international mobility by the ERSU of Camerino (information is available at the Office: Admin Posts APO - website: <http://www.ersucam.it/>)

The student awarded by a Erasmus grant will receive a first installment corresponding to the 80% of the total amount of the grant within one month from departure. The remaining 20% will be paid at the end of the study period, after the submission of the final documentation (certificate of registration issued by the host University and completion of the individual report).

Students who do not complete any study activity satisfactorily, fail to receive recognition from their Degree Course for what they have done, or do not apply for recognition of at least 5 credits, will be asked to return the entire amount of funding received.

#### OLS Online Linguistic Support

The Online Linguistic Support (OLS) supports language learning for Erasmus+ mobility participants. The OLS offers participants in Erasmus+ long-term mobility activities the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence.

The language support is currently available in English, French, Spanish, German, Italian and Dutch .

The online assessment of language level before the start and the end of the mobility period is mandatory for all participants whose language study / training provided both English, French, Spanish,.

#### Students with disabilities in mobility

In order to allow a wider participation in the Erasmus program for students with disabilities, a special financial contribution is provided. Students can also obtain specific contributions to cover special needs that will be assessed on a case-by-case basis by the National Agency. For specific information please contact the Student Mobility Service.

Camerino, 25/01/2016

The Director  
Dr. Francesca Magni