



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **ERASMUS+ CALL FOR APPLICATIONS MOBILITY FOR STUDIES**

## **2018/2019 ACADEMIC YEAR**

**(Expired on February 13<sup>th</sup>, 2018)**

**LANGUAGE:** This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.

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# GENERAL INFORMATION

## Purpose

The Erasmus+ Mobility for Studies programme enables students to spend a period of continuous study at another university that has entered into an agreement with the University of Bologna (UNIBO).

Since 2015, the Erasmus+ Mobility for Studies programme has also been open to countries outside of the EU, defined as *Partner Countries*. European countries that have traditionally been part of the Erasmus+ programme are now defined as *Programme Countries*.

In both cases, mobility students receive a grant and can attend courses and use structures at the host institute without additional enrolment fees (except for any fees that local students are usually also required to pay).

Students are also guaranteed full recognition of the assessed learning activities carried out abroad, on the condition that they were approved in advance by the Degree Programme Board.

The Erasmus+ Programme makes it possible for students to experience a different culture abroad, learn about new higher education systems and meet young people from other countries. Students thus participate actively in the process of European integration and cooperation with *Partner Countries*. By doing so, Erasmus+ strengthens reciprocal knowledge and academic and cultural dialogue, thus contributing to sustainable development via the exchange of knowledge, while also promoting European values and culture around the world.

## EU countries participating in the Erasmus+ Programme

The Erasmus+ Programme allows students to study for a period at a University (that has an agreement with UNIBO) based in one of the following *Programme Countries*:

- the other 27 EU Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the United Kingdom, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- the 3 additional countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- accession candidate countries: the Republic of Macedonia.

## Non-EU countries participating in the Erasmus+ Programme

The Erasmus+ Programme allows students to study for a period at a university that has an agreement with UNIBO located in one of the following *Partner Countries*: Albania, Armenia, Australia, Azerbaijan, Bosnia and Herzegovina, Ethiopia, Jordan, Israel, Moldova, Myanmar, Serbia, South Africa and Ukraine.

Students who participate in this call for applications for mobility with universities in non-EU countries are subject to all requirements specified herein ("*General requirements for eligibility*", "*Language requirements*", "*Selection procedures*" and "*Incompatibilities*"). As established by the Erasmus+ Programme, special financial contributions are available for non-EU locations (*see the section entitled "Funding"*).

## Mobility to Switzerland

Switzerland currently does not participate in the Erasmus+ Programme under the same conditions as the *Programme* and *Partner Countries*. More specifically, there is no EU funding for mobility from and to Switzerland.

In order to guarantee the present level of mobility and cooperation, the Swiss Federal Council has devised the Swiss European Mobility Programme (SEMP) as a transitional solution. Thanks to the specific

agreements in place, Swiss universities are able to finance the mobility of all incoming and outgoing students (*see the "Funding" section*).

Students who apply for mobility with Swiss universities are also subject to all requirements specified herein (*"General requirements for eligibility", "Language requirements", "Selection procedures" and "Incompatibilities"*).

## Funding

All funding is allocated solely in order to carry out eligible activities (*see the section entitled "Activities to be carried out at the host institute and the Learning Agreement"*), **with a duration of no less than 3 months (90 days) and no more than 12 months**.

For Erasmus+ EU and Swiss funding, the mobility period must be between 01/06/2018 and 30/09/2019. For Erasmus+ non-EU funding, the mobility period must be between 01/06/2018 and 30/07/2019.

**Erasmus+ funding is also dependent on the studies and/or activities carried out abroad and on their recognition by the individual student's Degree Programme Board. Students who fail to complete any study activities with satisfactory results, who fail to obtain recognition from their individual Degree Programme Boards for the activities carried out, who fail to request any form of recognition before graduation or who refuse recognition of the activities proposed by the Degree Programme Boards shall be required to return the full amount of the funding received.**

### Funding for mobility to Programme Countries (EU countries)

Funding for students on Erasmus+ mobility does not take the form of scholarships intended to cover all expenses, but rather represents a grant towards the additional expenses associated with living abroad.

Funding consists of:

1. The European Union grant (the amounts indicated refer to the 2017/2018 academic year).  
The amount of funding depends on the destination country of the mobility student and the number of days actually spent abroad. Specifically, funding is divided into the following destination country groups:
  - **Group 1** (high cost of living): Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden and the UK - **€ 280 per month**;
  - **Group 2** (medium cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain and Turkey - **€ 230 per month**;
  - **Group 3** (low cost of living): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Republic of Macedonia - **€ 230 per month**.
2. A grant from the Italian Ministry of Education, Universities and Research (MIUR). This amount is not yet known and, according to the Decree of the Ministry n. 1047 of Dec. 29<sup>th</sup>, 2017, it will be based on ISEE declaration. The ISEE declaration (or the income and assets documentation, for international students) will be requested by the Erasmus office only to students selected or eligible for an exchange place. Payment is expected at the end of 2019.
3. A possible additional grant for ER.GO (Regional Authority for the Right to Higher Education) beneficiaries. For more information please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. +39 051 6436900, [info@er-go.it](mailto:info@er-go.it), [www.er-go.it](http://www.er-go.it).
4. Special funding, if any, for students with special needs or students from disadvantaged socio-economic groups that may be allocated by the European Union. **Successful candidates will be informed directly about the availability of special grants for students with special needs, who must inform us of their status upon acceptance.**

NB: the European Union grant and the grant from the Italian Ministry of Education, University and Research (MIUR) will be paid only for the initial duration of the exchange. No grant will be available for any period of extension.

### **Funding for mobility to *Partner Countries* (non-EU countries)**

Funding for Erasmus+ mobility students does not take the form of scholarships intended to cover all expenses, but rather represents a grant towards the additional expenses associated with living abroad.

Funding for non-EU institutes consists solely of an EU grant and is broken down as follows:

1. contribution for living costs: **€650 per month**; the amount is the same for all non-EU countries and is determined in proportion to the actual number of days spent abroad;
2. contribution for travel expenses: individual amounts are established by the Erasmus+ Programme based on the distance in kilometres between Bologna and the central campus of the host university. Amounts constitute an expenditure ceiling. Students will therefore be reimbursed for the actual cost of their travel tickets, up to a maximum of:
  - Albania: Bologna – Tirana, up to € 275
  - Armenia: Bologna – Yerevan, up to € 360
  - Australia: Bologna – Adelaide/Sydney, up to € 1100
  - Azerbaijan: Bologna – Baku, up to € 530
  - Bosnia and Herzegovina: Bologna – Sarajevo, up to € 275
  - Ethiopia: Bologna – Mekelle, up to € 820
  - Israel: Bologna – Haifa, up to € 360
  - Israel: Bologna – Beer Sheva, up to € 360
  - Jordan: Bologna – Amman, up to € 360
  - Moldova: Bologna – Chisinau, up to € 275
  - Myanmar: Bologna – Mandalay/Naypyidaw up to € 1100
  - Serbia: Bologna-Belgrade/Novi Sad: up to € 275
  - South Africa: Bologna – Pretoria, up to € 820
  - South Africa: Bologna – Johannesburg, up to € 1.100
  - South Africa: Bologna – Stellenbosch, up to € 1.100
  - Ukraine: Bologna – Kiev/Odessa/Lviv, up to € 275

### **Funding for mobility to Switzerland**

Funding for SEMP periods of mobility during the 2018/2019 academic year will be paid by the Swiss Universities and the amount will be CHF 440 per month (approximately EUR 375). This funding is not an EU grant and cannot be supplemented by additional grants for disadvantaged socio-economic groups or for special needs (which are linked to the Erasmus+ grant).

Students will however receive the additional grant from the MIUR. This amount is not yet known and, according to the Decree of the Ministry n. 1047 of Dec. 29th, 2017, it will be based on ISEE declaration. The ISEE declaration (or the income and assets documentation, for international students) will be requested by the Erasmus office only to students selected or eligible for an exchange place. Payment is expected at the end of 2019.

ER.GO beneficiaries may also apply for an additional grant. For information about the latter, please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051 6436900, [info@er-go.it](mailto:info@er-go.it), [www.er-go.it](http://www.er-go.it). However, students may apply for a grant from the University of Bologna, and ER.GO beneficiaries may also apply for an additional grant. For more information about the latter, please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. +39 051 6436900, [info@er-go.it](mailto:info@er-go.it), [www.er-go.it](http://www.er-go.it).

NB: the additional grant from the University of Bologna will be paid only for the initial duration of the exchange. No grant will be available for any period of extension.

# APPLICATION SUBMISSION REQUIREMENTS AND PROCEDURES

## General eligibility requirements

In order to submit an application:

1. regardless of their country of citizenship, students **must** be enrolled in an undergraduate, graduate or single cycle degree programme, a PhD programme or at a specialization school run by UNIBO in the 2017/2018 academic year;
2. Students **must** possess adequate language skills (see the *Language requirements* section);
3. Students **must** present a study plan to be followed at the partner institute and a related motivation statement (see the section on *Activities to be carried out at the institute abroad and the Learning Agreement*);
4. Students **must** renew their enrolment at UNIBO for the 2018/2019 academic year by the deadline established by the university (see <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea>). Students who plan to graduate by 31 March 2019 are invited to check with their school if they need to renew their enrolment for the academic year 2018/2019;
5. Students enrolled in their third year of an undergraduate degree programme, or those who are “fuori corso” (past the envisaged completion time for the degree course), who expect to graduate during the 2017/2018 academic year **may** depart during the first year of their graduate degree programme (second cycle). These students, **who apply with reserve, must be enrolled for a graduate degree programme in the 2018/2019 academic year**. Mobility for studies is **only allowed during the second semester of the 2018/2019 academic year; under no circumstances can students shift their departure to the first semester**, even if permission has been granted by the host university. If students apply for exchanges longer than six months, the Erasmus office will automatically shorten their mobility to six months and the actual duration will be calculated with reference to the dates stated on the attendance certificate issued at the end of the study period spent abroad.
6. **Mobility students may not graduate before completing their study abroad period and obtaining recognition from their individual Degree Programme Boards for the learning activities carried out at the institute abroad.**
7. The mobility period for PhD students **must** conclude within the official duration of their PhD programme.
8. Students enrolled at specialization schools should verify their ability to participate in a mobility period abroad during the academic year relevant to this call for applications, according to each specialization school’s regulations.

## Incompatibilities

**Incompatibilities relate to both the scholarship and the "status" of the Erasmus student.**

Students who submit an application:

1. may obtain one or more Erasmus+ grants for each study cycle (three-year, graduate and doctorate) covering a total period that does not exceed 12 months in each cycle. For single-cycle degree programmes (e.g. Medicine), the maximum number of months allowed is 24. This requirement is specific to the Erasmus+ programme and does not apply to mobility to Switzerland.  
The calculation of the number of months already used in the same cycle must take account of any earlier mobility as part of the following programmes: **Lifelong Learning Programme, Erasmus+, Erasmus Mundus Action 1, Erasmus Mundus Action 2.**

2. may not receive, during the same period in which they receive funding for the Erasmus+ project, any other types of EU grants (including scholarships for Joint Master Degrees - pursuant to Erasmus Mundus Action 1) or grants allocated from the UNIBO funds available for mobility periods abroad;
3. specific to international students who have been allocated an Erasmus Mundus Action 2 scholarship and who are enrolled in courses as part of a “Laurea Magistrale” (second cycle degree/two year master - 120 ECTS) or a PhD degree programme cannot receive both the Erasmus Mundus Action 2 scholarship and the Erasmus+ grant. **These students are requested to contact their EMA2 coordinator for further clarification;**
4. the Erasmus+ grant can be combined with the supplementary PhD student scholarship which is paid for periods abroad, to the extent of the duration financed by the standard amount of the study grant approved each year by the Board of Governors. The Erasmus+ grant cannot, on the other hand, be combined with supplementary PhD student scholarships for periods exceeding that duration, or with any other study grant paid for with UNIBO funds. In this last case, the individual PhD student may choose which grant to accept. Please contact the PhD Programme Office for further information.

## Language requirements

With this call for applications, UNIBO requires a **compulsory assessment of language skills**.

1. A minimum level of language skills is required in order to apply for an Erasmus+ 2018/2019 grant. This standard has been set at the A2 level of the CFR (Common Frame of Reference for language knowledge) as recognised by the European Council.  
(see: <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/requisiti-linguistici>).
2. **Students who have already passed a curricular language exam at the UniBo Language Centre (CLA) as part of their study programme are not exempt from sitting the Erasmus language test, even if the language level achieved is equal to or higher than A2.**
3. **As in addition to being an eligibility requirement, the test results also help determine the ranking of candidates on the list.**
4. Candidates may sit the test for up to **two languages (only once for each language)**. For countries in which two languages are indicated, candidates may choose to sit the test in either of these languages.
5. A practice test is available at the following page: <https://simulatest-cla.unibo.it/tests/index>
6. Candidates may only enrol for tests at the UNIBO Language Centre (Bologna and Romagna offices) from **12 noon on 10/01/2018 to 12 noon on 19/01/2018 (subject to availability)** via AlmaRM, the online application. There are 5,500 total available spots shared between the five campuses (Bologna, Cesena, Forlì, Ravenna, Rimini).
7. **When enrolling for the language assessment test, students must confirm their spot after checking the on-screen date and time specified for their individual tests. The spot is considered successfully reserved following the delivery of the e-mail confirmation to the applicant's official mailbox.**
8. The assessment tests for French, English, Portuguese, Spanish and German will be held from **22/01/2018 to 02/02/2018** (more information is available on the UNIBO Language Centre (CLA) - Bologna and Romagna offices' webpage: <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/index.html>).
9. Students may choose to sit the assessment test at any CLA centre, regardless of the campus of reference for their individual degree programmes.
10. There are no resit sessions.
11. Further information and support about the language assessment are available through the helpdesk service, organized by the language centre from 10 January to 13 February 2018. Information can be requested via email by writing to [diri.accertamentilinguistici@unibo.it](mailto:diri.accertamentilinguistici@unibo.it). A telephone helpdesk service is also available from Monday to Friday between 10:00 and 13:00 and between 14:00 and 17:00 at the following number: +39 051.2097755.



**All students are required to sit a language test and achieve at least the A2 level unless they are included in the exempt categories listed in Attachment 1.**

**All candidates who fail to meet the language requirements (language assessments and any exemptions specified in Attachment 1) will be considered incomplete and therefore excluded.**

Students who pass the language assessment test may obtain its automatic recognition as a curricular language proficiency test only if they complete the Erasmus+ 2018/2019 application and meet or exceed the proficiency level required by their study plan. This recognition can be obtained even if the curricular language proficiency is part of the student's study plan for the following academic year.

**PLEASE NOTE:**

The language requirements specified above must be met in order for an application to be eligible. However, UniBo requirements may be lower than those of Partner Universities. Students are therefore required to:

1. check the language requirements of the university where they intend to spend their Erasmus+ period;
2. check the details of the individual exchange opportunity for:
  - a. the minimum language level (if any) required by the host School/Office of the Vice Dean for inclusion on the list of suitable candidates (this level may be higher than that required by the University of Bologna for participation in the call for applications);
  - b. any further remarks regarding language made by the academic coordinator.

If the score of the language assessment test is lower than the level specified in the details of the vacancy which the student has applied to, **the application may be rejected.**

**For example:** many Dutch universities require a TOEFL certificate and many British Universities require a IELTS certificate, which Erasmus+ students must present when submitting their application forms. Students who are awarded a place at one of these Universities are required to obtain the necessary certification no later than the deadline established by their host university.

## **Destinations**

### **List of available exchange vacancies**

The list of destinations and their descriptions, hereafter called “vacancies”, are published online and are an integral part of the call for applications. These vacancies specify the destination, name of the exchange coordinator, exchange field of study, language requirements specific to the destination (if any), academic requirements or a list of degree programmes which grant access to the vacancy (under the heading “aperto a”).

Students may apply for a maximum of **two different vacancies**.

**Vacancies are subject to change while the call for applications is open**, when significant changes are communicated by the hosting partner university.

**The list of destinations includes vacancies which have not yet been confirmed by the partner university. This information is specified in the vacancy description published online, indicated with: “posto scambio non ancora confermato”. In these cases, the exchange is not guaranteed for students who apply for these unconfirmed vacancies, even if they have been selected and have already accepted.**

With regard to academic requirements:

1. the enrolment year specified as an academic requirement in the vacancy announcement refers to the year which the student will spend abroad. For example, a student enrolled in his/her first year of a bachelor programme in 2017/2018 can apply for a vacancy open to second-year bachelor degree students.



2. Students enrolled in their third year of a bachelor degree programme in 2017/2018 can apply to a vacancy open to third-year bachelor degree students if they will enrol as “fuori corso” in 2018/2019, or they can submit an application based on a “future career” if in 2018/2019 they will enrol at one of the second cycle degree programmes listed in the vacancy. Students can benefit from exchange positions only if they enrol in a degree programme in 2018/2019 which meets the academic requirements of the vacancy. In any case, students who apply on a “future career” basis can spend only their second semester on mobility.

If the vacancy requires a “*compulsory interview*”, this means that the interview with the exchange coordinator **must** take place before submitting the application (unless otherwise specified). Failure to attend the interview before submitting an application **may result in rejection of the application**.

The Erasmus+ grant is conditional to admission at the hosting university. If the nominated exchange student’s application is rejected by the hosting university, the student will not be re-allocated to another destination. It is the student’s responsibility to verify the specific requirements (language and academic requirements, enrolment procedures) and application submission deadlines by checking the official university web page or by contacting the host university.

### Further notes for non-EU countries

Non-EU destinations may cover multiple subject areas and may be open to more schools. The non-EU destinations, places available, language requirements and the schools which these destinations are open to are listed in this call for application’s Attachment 2 - ‘*Multidisciplinary vacancies- Non-EU*’ so that students can check what is available to them.

Furthermore, non-EU institutions are classified on AlmaRM under the “offerta multidisciplinare” subject area, as each non-EU institute may be open to one or more subjects. Candidates interested in available opportunities at non-EU institutes should select the “offerta multidisciplinare” tab under the “Settore disciplinare” field to browse the list of non-EU vacancies they have access to depending on their study programme.

Candidates enrolled in a PhD programme who intend to apply to a non-EU institute willing to accept doctoral level applicants must obtain a letter of acceptance from the foreign university **by 27 March 2018**. This letter must be received by the UNIBO offices no later than 27 March, in order to complete the exchange acceptance process, in the following ways:

For institutes in Albania, Bosnia and Herzegovina, Ethiopia, Jordan, Israel, Serbia and South Africa, via e-mail to this address [diri.area3@unibo.it](mailto:diri.area3@unibo.it)

For institutes in Armenia, Australia, Azerbaijan, Moldova, Myanmar and Ukraine, via e-mail to this address [diri.area2@unibo.it](mailto:diri.area2@unibo.it)

## Activities to be carried out at the university abroad and the Learning

### Agreement

Students must indicate which learning/educational activities they wish to carry out abroad when submitting their application. This information is merely indicative and does not prevent students from choosing other activities for their official study plan (the **Learning Agreement**), which **must be approved** by the relevant Degree Programme Board **before departure**.

As such, the **activities permitted** during the mobility period for study are:

1. learning activities (taught) and related assessment tests (exams);
2. preparation of a dissertation and/or PhD thesis;
3. curricular internship (only if included as part of the course programme);
4. attendance (only learning activities not yet completed at UNIBO will be deemed valid and, in any case, only if agreed to by the Degree Programme Board when approving the Learning Agreement).

**N.B.** Doctors undergoing specialised training must get approval for their learning programme abroad from the director of their school of specialisation, and obtain appropriate authorisation from the School Board. They are also required to check their insurance coverage with the competent offices. Similarly, PhD students must get approval for their learning programme abroad with the PhD programme coordinator.

For further information concerning learning/educational activities, please consult the schools' International Relations Offices (<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/contacts-for-exchange-students-at-unibo/contacts-schools-international-relations-offices>).

## Submitting an application

Each candidate may submit applications for a maximum of **two different vacancies**. Applications must be submitted **online only** through AlmaRM (<https://almarm.unibo.it>), starting 10 January 2018, and following the guided procedure.

**START DATE FOR THE SUBMISSION OF APPLICATIONS: 10 January 2018**

**CLOSING DATE: 13 February 2018 at 1pm**

In order to apply, candidates must:

1. *obtain their university login details* (username and password) to access the AlmaRM application;
2. *read the notes for filling in applications* on the AlmaRM homepage, which explain how to apply online;
3. *upload the following documents to AlmaRM*:
  - **self-certification of the applicant's degree certificate** with a list of exams, **ONLY** if the first- or second-cycle degree was obtained from another university.
  - a **personal study plan** for the mobility period and a motivation letter (which will be subject to assessment by the exchange coordinator).
  - **any other attachments** deemed useful for assessment purposes.
  - a **language certificate, as indicated in Attachment 3 to the call for applications (ONLY for those who indicate their exemption in this category). The results of language assessment tests sat at the CLA will be obtained directly by the Mobility for Study Office.**

All documents must be uploaded to AlmaRM in pdf format when submitting the application. Failure to do so may result in the application being rejected.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**IT WILL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER SUBMISSION.**

Once an application has been submitted, an e-mail will be sent to student's institutional e-mail address (name.surname@studio.unibo.it) as confirmation that the application has been successfully uploaded.

For problems regarding the activation and/or use of university e-mail accounts, candidates should consult the following webpage <http://www.unibo.it/Portale/Il+mio+Portale/La+mia+e-mail.htm>.

# SELECTION PROCEDURES

## Award criteria

- **For students enrolled in a three-year Laurea (First cycle degree/Bachelor - 180 ECTS), Laurea Magistrale (Second cycle degree/Two year Master) or Laurea Specialistica a ciclo unico (Single cycle degree/Combined Bachelor and Master) the award criteria are:**
  1. Evaluation by the exchange coordinator (up to a maximum of 40 points) on:
    - a) the compatibility of the study plan with the individual candidate's course of study, the compatibility with the programme catalogue of the host university, and the length of stay;
    - b) motivation as specified in the application or during the assessment interview (if required);
    - c) the interview, if compulsory (per the vacancy description)
    - d) language abilities;
    - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
  2. Academic progress (up to a maximum of 60 points) based on regularity of study, course credits and marks in the manner described below:
    - a) students on a three-year first cycle degree programme, a single cycle degree programme or a graduate degree programme enrolled from the second year onwards: the calculation of career points considers the student's average marks normalised on the whole student population's average marks and the number of credits registered during his/her academic career by Tuesday, 21 February 2018 (included) with respect to the first year of matriculation (regularity of studies). The applicant's regularity of studies may be assessed and possibly corrected by individual schools as established in the Academic Senate Resolution of 21/07/2015;
    - b) students enrolled in their first year of a Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS): the calculation of career points comprises 6/7ths of the previous courses of study and 1/7th of individual student's current course of study. With regard to previous courses of study, the regularity-of-study factor is determined by the applicant's graduation date<sup>1</sup>, while progress is based on the degree marks, normalised with reference to the whole student population's average marks. With regard to the individual student's current course of study, the following are considered: for progress, the normalised average; for regularity, the number of credits recorded for the course of study by 21 February 2018 (included).

In cases where the candidate has more than one first cycle qualification upon enrolment, the most recent is taken into consideration.

**Students must check that the data which Studenti Online possesses about their individual academic careers contains all completed, documented learning activities. Only activities registered by Tuesday, 21 February 2018 will be used to calculate the applicant's academic progress points.**

- **For students enrolled in PhD programmes:**
  1. Evaluation by the exchange coordinator (up to a maximum of 40 points) on:
    - a) the compatibility of the proposed activities with the individual candidate's study course; the compatibility with the programme catalogue of the host university and the length of stay;
    - b) motivation as specified in the application or during the assessment interview (if required);
    - c) interview, if compulsory (per the vacancy description);

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<sup>1</sup> The single graduation session, deliberated by the University Governing Bodies on 27/01/2015 in the framework of updating the Didactic Regulations, with the aim of evaluating the regularity-of-studies factor for the current call for applications, has been divided in the following graduation periods:

- Period #1: from 1 April to 31 July (the equivalent of the 1st session of the previous regulations)
- Period #2: from 1 August to 23 December (the equivalent of the 2nd session of the previous regulations)
- Period #3: from 7 January to 31 March of the following a.y. (the equivalent of the 3<sup>rd</sup> session of the previous regulations)

- d) language abilities;
- e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
- 2. the PhD programme entrance exam marks (up to a maximum of 30 points)
- 3. the Laurea Magistrale marks (Second cycle degree/Two year Master - 120 ECTS) (up to a maximum of 30 points)

- **For those enrolled at a specialisation school**

- 1. evaluation by the exchange coordinator (up to a maximum of 40 points) on:
  - a) the compatibility of the proposed activities with the individual candidate's course of study, the compatibility with the programme catalogue of the host institute, and the length of stay;
  - b) motivation as specified in the application or during the assessment interview (if required);
  - c) interview, if compulsory (per the vacancy description)
  - d) language abilities;
  - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
- 2. evaluation of the student's career (up to a maximum of 60 points) on:

A – for students enrolled in their second year onwards:

- a) the average marks on regularly registered exams before 21 February 2018 (up to a max. of 30 points);
- b) the second level degree final marks (up to a max. of 30 points);

B – for students enrolled in their first year:

His/her previous academic career. The factors considered (each of them up to a max. of 30 points) will be:

- a) the regularity of studies, represented by the period in which the student sat the final exam;
- b) the second level degree final marks, normalised with reference to the whole student population's average marks

For students who completed their first cycle degree abroad, the academic progress assessment will be conducted by a special commission for the assessment of qualifications obtained abroad, appointed by the Director of the International Relations Division pursuant to the instructions dated 03/11/2015.

Students who receive 0 points from the exchange coordinator are considered **not suitable** and, therefore, will not be included on the list.

**Students are reminded that once the ranking has been published, it is important to check the deadlines and comply with rules for accepting their allocated exchange places.**

If open exchange places still remain upon completion of the allocation process (deadline: 27 March 2018, 1pm), the call for applications will be re-opened after checking the availability of funds for the related scholarships. The procedures and deadlines will be published on the Erasmus+ page of the portal ([www.unibo.it/erasmus](http://www.unibo.it/erasmus)).

## Acceptance, withdrawal, and replacement

After the deadline for the submission of applications (see the *Deadline Calendar*), the exchange coordinator will evaluate applications and submit the ranking to the UniBo offices, which in turn will publish them online via AlmaRM.

After these lists have been published (14 March 2018), nominated candidates must confirm acceptance of their exchange places by Monday, 20 March 2018 (see the *Deadline Calendar*) via AlmaRM.

**NB: even if a candidate is nominated on two lists, only one exchange place can be accepted and the acceptance of one will result in automatic deletion from the other list.**

After the acceptance deadline, successful candidates who have not yet confirmed their acceptance will be automatically deleted from the lists and their places will be made available to other students.

An updated list will then be published (21 March 2018) and followed by another acceptance period for the available mobility placements.

After **1pm on 27 March 2018, in the event of withdrawals, the UniBo offices will contact the next students on the list via e-mail using their institutional e-mail addresses (@studio.unibo.it), specifying the deadline (usually one week) for acceptance.** Failure to accept by this deadline will result in the students after them on the ranking being contacted. It is therefore important for students to pay close attention to deadlines and regularly check their individual institutional e-mail inbox.

**Please note that during the acceptance phase, the candidate is required to indicate the preferred mobility period (whole academic year, first or second semester). If the mobility period consists of more than 6 months and the student chooses second semester, the period and the grant will be reduced to 6 months automatically.**

**N.B. – After accepting a mobility placement it is not possible to apply again when applications are reopened for a “second call” that same year, even in the event of withdrawal.**

Once students have confirmed their acceptance of a mobility placement, **they must:**

1. sign an 'Individual Contract' or “Mobility Agreement” with UNIBO which contains the mandatory clauses established by the European Commission (a contract which all Erasmus+ students from all participating countries are required to sign);
2. define and obtain approval for their study plan (aka the Learning Agreement) from their individual Degree Programme Boards, which will then be used to recognise the activities completed abroad;
3. fulfil all the administrative requirements (*application procedures*) of the partner institute (*application form, language certification and any other documentation*);
4. check the host country's entry requirements (visa, residence permit, health insurance) by contacting the relevant embassies/consulates.

Although the Mobility for Study Office nominates the successful candidates (and notifies the partner institute of the students selected), each student is responsible for finding out about the administrative requirements and deadlines established by his/her partner institute. If the student does not do so, s/he runs the risk of rejection by the partner institute.

Students may withdraw from an mobility placement after accepting it by using the AlmaRM application.

**Upon determining that it is impossible to benefit from the mobility placement, students must withdraw as soon as possible, preferably by 31 July 2018.** The lists of eligible candidates will only be reviewed again in relation to the placements released by withdrawals made within the above-mentioned deadline. In all cases of later withdrawal, the mobility placement will remain vacant and it will not be possible to re-allocate it. **Withdrawal from a mobility placement will not result in any academic penalty for the students concerned, nor will it impact their participation in future calls for applications in subsequent years.**

**N.B. ALL ACTIVITIES AND RELATED FUNDING ESTABLISHED IN THIS CALL FOR APPLICATIONS ARE SUBJECT TO THE SIGNATURE OF THE ERASMUS+ - MOBILITY FOR STUDIES - FINANCIAL AGREEMENT FOR THE 2018/2019 ACADEMIC YEAR BETWEEN THE INDIRE/ERASMUS+ NATIONAL AGENCY AND THE UNIVERSITY OF BOLOGNA. PUBLICATION OF THIS CALL FOR APPLICATIONS IS THEREFORE CONSIDERED TO BE CONDITIONAL.**

# **ATTACHMENTS**

**Attachment 1: Language Requirements - Exemption from Sitting the Assessment Test**

**Attachment 2: Non-EU Opportunities - Multi-disciplinary Opportunities**

**Attachment 3: Language Requirements - Language Certificates for Exemptions**

**Attachment 4: Language Requirements - Degree Programmes Taught Entirely in English**

# PROCEDURE SUPERVISOR

Pursuant to art. 4 of Italian Law 241 dated 7 August 1990 ('New regulations for administrative procedures and right of access to administrative documents'), the procedure supervisor is Giovanna Filippini, the International Relations Division Manager.

Candidates are entitled to exercise their right to access competition proceedings as established by applicable regulations. Requests must be submitted to the International Relations Division - Mobility for Study Office, Via Zamboni 33, Bologna, by filling in a form which can be requested at the office.

Information pursuant to Art 13 of Italian Legislative Decree 30/06/03 No 196, 'Personal Data Code':

## 1. Purpose of data processing.

The University of Bologna will process provided data exclusively for institutional purposes, in compliance with applicable regulations for the protection of personal data. Specifically, all requested personal data is processed for the purposes of drawing up ranked lists for the allocation of mobility placements and grants.

## 2. Data processing procedures and interested parties.

The processing of personal data is executed using IT systems and manually in hard copy, in full compliance with the regulations in force for the protection of personal data (Legislative Decree 196/03). This data may be passed on to third parties, both for candidate evaluation and for grants or additional contributions in support of mobility.

## 3. Data Controller:

For the purpose of drawing up ranked lists for the allocation of mobility placements and grants, the data controller is the University of Bologna, with offices in Via Zamboni, 33 - 40126 – Bologna. It may be contacted to exercise one's rights pursuant to art. 7 of Italian Legislative Decree 196/2003. The International Relations Division Director is the Data Processor.

## 4. Rights pursuant to art. 7 of Italian Legislative Decree 196/2003:

(Right to access personal data and other rights)

1. Data subjects are entitled to obtain confirmation of the availability of personal data concerning them, even if this data is not yet recorded, and to have this data disclosed to them in an intelligible form.

2. Data subjects have the right to obtain the following information:

- a) the source of the personal data;
- b) processing methods and purposes;
- c) the logic applied if data is processed with the aid of electronic tools;
- d) the details identifying the data controller, data processor and designated representative pursuant to art. 5, par. 2;
- e) the parties or types of parties which personal data may be shared with or who may acquire knowledge of said data in their capacity as a designated representative in the territory of the State, data processor or persons tasked with processing.

3. Data subjects are entitled to:

- a) update, correct or, if required, supplement the data;
- b) request that the data be deleted or transformed into an anonymous form, or request that illegal data processing be stopped, including data whose storage is not required for the purposes for which it was collected or successively processed;
- c) request evidence that the operations referred to in paragraphs a) and b), and any related content, have been made known to those who have received said data, unless it is impossible or requires the use of means clearly disproportionate to the right being protected.

4. Data subjects have the right to contest, entirely or in part:

- a) the processing of their personal data for legitimate reasons, even if said data is pertinent to the purposes of collection;
- b) the processing of their personal data for the purpose of sending promotional material or for direct sales, market research or commercial communication purposes.



# DEADLINES

## **10 January 2018**

Publication of the call for applications and start of the application submission period. Applications may only be submitted online via the link published on [www.unibo.it/erasmus](http://www.unibo.it/erasmus), which can be accessed with an institutional username and password. All attachments must be uploaded in pdf format when applying. Documents submitted to our offices as hard-copies or not uploaded in pdf format will be rejected.

## **From 10 January 2018 at 12 noon to 19 January 2018 at 12 noon**

Students may enrol for language assessment tests using the AlmaRM online application.

## **From 22 January 2018 to 2 February 2018**

Language assessment tests will be held at the CLA (Bologna and the Romagna offices). The calendar of tests is available at the following link: <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/index.html>

## **13 February 2018 at 1pm**

Deadline for the submission of applications.

## **21 February 2018**

Date within which exams must be properly registered in the students' careers in order to be considered for evaluation.

## **14 March 2018**

Online publication of the ranked lists. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section on [www.unibo.it/erasmus](http://www.unibo.it/erasmus).

## **20 March 2018 at 1pm**

Deadline to accept a placement, with reference to the ranked list published on 14 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

## **21 March 2018**

Online publication of **updated** ranked lists. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section made available on [www.unibo.it/erasmus](http://www.unibo.it/erasmus).

## **27 March 2018 at 1pm**

Deadline to accept placements from the **updated** ranked list published on 21 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

## **From 28 March 2018**

Communication of the names of the successful candidates to the Partner Universities by the Mobility for Study Office of the International Relations Division.

# CONTACTS

## Bologna

International Office – European Sector

Via Filippo Re, 4

40126 Bologna

Tel: +39 051 2088100; Fax: +39 051 2086174

email: [erasmus@unibo.it](mailto:erasmus@unibo.it)

*Hours:*

Monday, Tuesday, Wednesday, Friday: 9:00-11:15; Tuesday and Thursday: 2:30-3:30pm

## Cesena

International Relations Office

Via Montalti, 69 – Palazzo Urbinati

47521 Cesena

Tel: +39 0547 339006 (open Monday to Friday: 12:00-1.00pm)

Fax: +39 0547 338903

email: [campuscesena.uri@unibo.it](mailto:campuscesena.uri@unibo.it)

*Office opening times:*

Tuesday 9-11.15am and 2-3pm; Wednesday 9-11.15am; Thursday 2-3pm

## Forlì

Ufficio Relazioni Internazionali

Piazzale Solieri,1 - Padiglione Melandri – ground floor – 47121 Forlì

Tel: 0543 374847/35; Fax: 051 2086297

e-mail: [campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it)

*Hours:*

Monday, Friday: 9-11:15am; Tuesday: 9-11:15 am and 2.30-3.30pm; Wednesday: 9-12am; Thursday: 2:30-3:30pm

## Rimini

International Relations Office

Via Cattaneo, 17 - Primo Piano

47921 Rimini

Tel: +39.0541.434101/234; Fax: +39.0541.434271

email: [campusrimini.relint@unibo.it](mailto:campusrimini.relint@unibo.it)

*Hours:*

Monday, Tuesday, Wednesday, Friday: 9:00-11:15; Tuesday and Thursday: 2:30-3:30pm

## Ravenna

Internship Orientation and International Relations Office

email: [campusravenna.internazionale@unibo.it](mailto:campusravenna.internazionale@unibo.it)

Tel.: 0544 936258/86

Fax: 0544 936264

Indirizzo: Via Alfredo Baccarini 27, 48121 Ravenna

*Hours:*

Monday, Tuesday, Wednesday, Friday: 9:00-11:15; Tuesday and Thursday: 2:30-3:30pm