Please note: This English version of the Call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

ERASMUS+ Programme, Key Action 1
MOBILITY FOR STUDIES A.Y. 2022-2023
CALL FOR APPLICATION

FOR THE ALLOCATION OF INDIVIDUAL MOBILITY GRANT
FOR PURPOSES OF STUDY ABROAD

Deadline
March 11th, 2022 at 12.00

Programme co-financed by the Italian Ministry of Education, University and Research - MIUR and the European Commission.
Conditions provided by this call for application may be modified or be subject to integrations, according to the publication of updates to the Italian and European regulations on Erasmus+ Programme 2021-2027.
Payment of individual student mobility grants for study/traineeship abroad - hereafter called the Grant - will be made after disbursment of EU grants by the Erasmus+ INDIRE National Agency

GENERAL CONDITIONS

ERASMUS+ Programme, Key Action 1 Student Mobility for study and traineeship, hereafter called the Programme, is developed based on bilateral/multilateral agreements between European Universities, hereafter called Host Universities, and the University of Rome Tor Vergata. By means of bilateral/multilateral agreements, the University offers to its students a very wide range of teachings abroad thus implementing the process of internationalization and, at the same time, greatly expanding the training offer.

Therefore, it is up to the University to organize the mobility in general, to receive and disseminate information from the Commission through the EACEA, to retrieve and to manage funds and to supervise the quality of mobility. Schools/Departments are responsible for the maintenance of

long-term agreements established with partner universities abroad, for the drafting of new agreements in order to enrich the educational offer and, last but not least, the selection of candidates.

Based on what above exposed, each School/ Department indicates to the University the members of the Evaluating Commission, hereafter called *Commission,* consisting of a minimum of three members, two teacher (possibly representative of the programme) and the Erasmus administrative contact person. The Commission is named by the Rector.

After collecting submitted applications, within the deadlines, the Commission arranges to draw up the ranking list by merit, which will be published with possible terms for claims set out.

Subsequently, a meeting (it could be online for the pandemic) will be held in each School/Department to formalise the acceptance of the Grant as indicated in the ranking list of admitted candidates.

Please note: The failure by the candidate to show up (or by a delegated person with a signed proxy and a copy of a valid document of both the delegator and the delegate) at the meeting will be considered by law as a renunciation of participation in the Programme.

After the meeting, each School/Department will proceed with the definitive assignation of grants, thus communicating to the Erasmus+ Office of the University the formal acceptances of the admitted students, a list of these admitted students, specifying place and duration, and a list of admitted students in reserve (non-grantees).

After the selection and the award of the EU Programme grant, the student, **before his/her departure**, has to sign an *Agreement for Mobility* with the University, hereafter called *Agreement*. The signature of the *Agreement* will be considered a formal acceptance of the EU Programme Grant. The subject of the *Agreement* is the student mobility. Therefore, the *Agreement* will be effective from the actual mobility of the selected applicant/grantee.

Each School/Department takes care of the publication of the Attachment of the call for application of the Programme with all the information concerning the places available, applications' deadlines, specific forms, criteria of selection and evaluation and any special conditions **(check School/Department's attachments).**

As regards didactic activities that can be taken at the Host University, the grantee will have to prepare the **Learning Agreement**[1] before departure as indicated by the Erasmus+ Office of each School/Department (see Attachments).

INSTRUCTIONS FOR THE VISA

The student will have personally to get information on:

- ✓ possible regulations about the entrance in the host country by contacting in due time the competent diplomatic offices (Embassies and Consulates) in Italy;
- ✓ health care in the host country. Students have to refer to their Local Health Centre (i.e. ASL) or to diplomatic offices.

Laws and regulations on non-EU students' immigration in countries participating in the Programme are related to students' nationality: each student has the responsibility to refer to relevant diplomatic offices in due time, to collect information and obtain documents entitling them to enter and stay in the Host Country.

INSTRUTIONS FOR ACCOMMODATION

Host Universities generally help students find an accommodation -when possible at a fixed price- in University campuses or halls of residency. Erasmus+ Office of each School/Department is in charge of communicating to Host Universities the names of grantees per semester.

Information about Host Universities can be asked at the Erasmus+ Office of each School/Department.

ART. 1 – PARTECIPATION REQUIREMENTS

Students or graduating students in the academic year 2021-2022 who will be **regularly enrolled** in a course of study, coherent with the previous one, for the academic year 2022-2023 can apply.

Please note: The student who has not completed the regular enrollment in the academic year 2022-2023 before departure (for example, the student who does not pay the taxes by applying for the

[1] Student's mobility always depends on acceptance by the Host University. The form "Learning Agreement" is a fundamental document for mobility that has to be approved and signed by the Home University, the Host University and the student before departure.

"cautelativa", etc.) automatically loses the right to mobility and can not benefit the Erasmus status or the community contribution.

To benefit of the European Community grant, the student must:

- ✓ not benefit at the same time of a European Community grant for other programmes or from actions funded by the European Commission or from a grant under other international mobility programmes of this University and/or equivalent to those in this University;
- ✓ not have reached the maximum number of months of mobility allowed by the Erasmus+ programme in his/her cycle of studies (Erasmus+ allows different periods of mobility per cycle of study, whether it is for study or training period. A total of 12 months of mobility is allowed for each cycle of study, Bachelor's programme, Master's programme, PhD/postgraduate's programme and a total of 24 months for the one-cycle programme).
- ✓ be regularly enrolled before departure. Students leaving in the second semester (a.y. 2023) must be enrolled by November 5th, 2022.

Please note: Mobility towards the student's country of residence is not allowed.

LINGUISTIC KNOWLEDGE

It is **strongly recommended** to have a proven knowledge of the language(s) spoken in the country of destination or the language accepted by the host University as "learning language".

In fact, the Programme is developed on the basis of bilateral/multilateral agreements between the Host University and the Home University, which require a specific level of linguistic knowledge (A1, A2, B1, B2, C1, C2).

Based on these agreements, **the Host University has the right not to accept** the student -even after the allocation of the grant- if deemed unprepared on a linguistic level.

The Agreement may provide that the level of linguistic knowledge be certified, which means that it may require a **certification (compulsory)** issued by a qualified Institute or Body. **The agreement may provide that the level of linguistic knowledge is not necessarily certified**, which means that it may require a simple **certificate indicating** the level reached (A1, A2, B1, B2, C1, C2) issued by a qualified Institute or Body.

As concerns the language requirements for the selection of candidates, please refer to the attachments of each School.

Erasmus European Universities Project – YUFE – Delibera del Senato Accademico del 19/01/2021.

Students already selected by the Evaluation Commission of the YUFE Consortium, based on the criteria established by the Alliance, will be able to enjoy a semester abroad at one of the consortium universities.

Art. 2 – SUBMISSION OF APPLICATIONS

Submission of applications will occur online only, by filling out the form available at the following link: http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx

The submission form will be available on line starting from the issue of the Rector's Decree.

The deadline for submitting the form is on **March 11th, 2022 at 12.00 o'clock.**

Please note: The candidate is entirely responsible for filling out the application form. At the expiry of the call, applications that do not result "Validated" (completed and closed) online will be considered void, as well as applications containing incorrect or untrue data.

Art. 3 – MOBILITY

Students will be able to undertake mixed mobility (Blended), a period of Virtual mobility integrated with a period of mobility abroad. Virtual mobility alone will not be allowed and must in any case precede or follow a period of study abroad of at least 2 months (60 days).

If one of the following situations occurs, the student **will not be entitled to EU grants**:

- ✓ the student or graduating student will be not enrolled in the University of Rome Tor Vergata in a session of the academic year 2021/2022 and he/she is not enrolled or graduating in the academic year 2022/2023;
- ✓ the student has not completed the registration (not paid the fees) for the a. y. 2022-2023 before departure;
- ✓ the Host University does not authorise activities provided for in the student's Learning Agreement;
- ✓ the student is not in order with other public administrations which he/she is related with for study reasons (i.e. Disco Lazio).

Grants are available for a duration of 2 to 12 months (not less than 60 days).

Student mobility is always subject to acceptance by the host university.

Due to the pandemic, some Partner Universities may not accept students for the first semester.

For mobility periods of less than 12 months, students may ask the School/Department an **extension** of the mobility period within the same academic year and at the same location but without **additional Grant**. The request should be formally submitted to the School/Department of Home University, which can accept it or reject it if the extension's reasons are not properly justified.
The University Erasmus+ Office - once the contract is modified and documents for the additional study period are submitted- can add a supplement for the extension of the mobility period if there will be an amount available at the moment of the final reporting.

Before departing, the student has to:

- ✓ sign the ACCEPTANCE OF THE SCHOLARSHIP;
- ✓ sign the LEARNING AGREEMENT (see attachments).
- ✓ sign the MOBILITY AGREEMENT;
- ✓ sign the CODE OF CONDUCT of students during mobility periods;
- ✓ sign the DECLARATION OF ASSUMPTION OF RISK AND EXEMPTION OF LIABILITY;

After returning from the mobility period

The student will have to submit the following documents to the Erasmus+ Central Office of the University of Rome Tor Vergata within 15 days after returning from mobility (and no later than October 10, 2023):

- ✓ ***Original copy of Confirmation Letter*** or ***Learning Agreement*** issued by the Host University containing exact dates of arrival and departure;
- ✓ ***Original copy of the transcript of Records*** issued by the Host University (when possible);
- ✓ ***"Participant Record"*** to fill out online on the website indicated via email by the EACEA;

To submit a request for the recognition of the mobility period in the framework of the Programme by the home School/Department and/or Study Course, it is necessary to have an **authorization** by

the Erasmus+ Office of the University. The Office will issue that authorization when the administrative position of the student is regularised.

The mobility period shall end anyway before September 30th, 2023.

N.B. The exemption from enrollment fees at the foreign university will be guaranteed to the students, while they will be required to pay enrollment fees at the University of Rome "Tor Vergata".

EARNING A MINIMUM NUMBER OF CREDITS FROM THE HOST UNIVERSITY

As indicated by the European Commission, the University requires that the student participating in the Programme earns a minimum number of credits (ECTS) at the Host University provided for one year by the current didactic programme. The student spending a year abroad should earn at least 24 credits; the student spending a semester abroad should earn at least 12 credits; the student spending three months abroad should earn at least 6 credits.

Please note: For each month the students must have acquired at least 2 CFU.

If this is not achieved, the University will not pay to the student the EU grant and will request the student to return any fund already paid. The Programme Board of the School/Department can evaluate special cases-like mobility for graduation thesis- upon written request by the student. Grantees enrolled in PhD courses are not required to earn credits.

The equivalent scores of the exams taken abroad are determined on the basis of the independent assessment of each “Corso di Studio” according to the provisions of the “Delibera del Senato Accademico” of 07/26/2016 concerning the "Riconoscimento a pacchetto” of CFU earned abroad.

N.B. If the “Corso di Studio” does not recognize and does not convert into CFU the activity carried out abroad by the student, indicated in the Learning Agreement and certified in the Transcript of Records, the student will lose all right to funding and will be required to return any unduly received amount.

In the event of exam failure, the exam taken abroad by the student will not be able to produce recognizable CFUs at this University and it cannot be considered for paying the european contribution.

In the framework of the Programme, curricular **traineeships** are certified through a *Traineeship Certificate* issued by the Host University. After authorization by the Council of the "Corso di Studio", a traineeship can allow (when provided) the recognition of the work experience abroad as part of the student's training course and the achievement of Credits (ETCS) as well as the mentioning of the traineeship experience in the Diploma Supplement.

Art. 4 –THE MOBILITY GRANT

The financial contribution for the period of mobility is provided through funds allocated by the Erasmus + National Agency and the Ministry of Education, University and Research. The contribution consists of the following items:

A. Erasmus Scholarship

The European Commission has established that the student mobility grant is modulated according to the country of destination to the following groups:

GROUP 1 (HIGH cost of living) Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. Partner countries of Region 14: Faroe Islands, Switzerland, United Kingdom

GROUP 2 (AVERAGE cost of living) Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. Partner countries of Region 5: Andorra, Monaco, San Marino, Vatican City State

GROUP 3 (LOW cost of living) Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary. **SCHOLARSHIP FOR STUDY DESTINATION INDIVIDUAL CONTRIBUTION / MONTH:**

Mobility to countries of the GROUP 1 € 350.00 / month;

Mobility towards GROUP 2 countries € 300.00 / month;

Mobility towards GROUP 3 countries € 250.00 / month.

The duration of the scholarship is calculated based on the start and end date of the study period abroad (day / month / year) according to the business year of 360 days; therefore, each month, regardless of its duration, will be considered as 30 days. In case of incomplete months, the financial contribution will be calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

An integration of the European Contribution for disabled students by the Erasmus + INDIRE National Agency may be envisaged. For this type of funding, a separate application must be submitted to the University Erasmus + Office.

A. Supplementary contribution

It may also be envisaged an integration of the European Contribution according to the provisions of the note MIUR - Ministerial Decree of 29 December 2017 n. 1047.

Please note: Students who do not respect the conditions set out in Article 2, paragraph 2 of said Decree, will not receive the MIUR contribution: "The resources are used by the Universities in favor of all students enrolled within the normal duration of the course increased by one year ".[2]

The contribution will be financed with funds provided by MIUR (Ministry of Education, University and Research), and will be paid according to the provisions of Ministerial Decree 1047 of 29/12/2017 (Fondo Sostegno Giovani - FSG) or the monthly amount of the scholarships will be defined. with reference to the economic condition resulting from the ISEE certificate as indicated in said Ministerial Decree 1047, Tabella 1:

ISEE	Importo mensile per integratzione borsa Erasmus plus
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

For students resident in Italy, when they enroll for the academic year 2022-2023 on the DELPHI platform, it is necessary to authorize the University to request the ISEE from the "Agenzia delle Entrate".
Please Note: ISEE 2022 certification is required.

For non-resident students in Italy with citizenship of non-European Union states, the stability law of 11 DECEMBER 2016 n. 232, provides in Article 1, paragraph 261:

"Nel caso di studenti aventi la cittadinanza di Stati non appartenenti all'Unione europea, e non residenti in Italia, per i quali risulti inapplicabile il calcolo dell'ISEE del nucleo familiare di appartenenza ai sensi dell'articolo 8, comma 5, del regolamento di cui al decreto del Presidente del Consiglio dei ministri 5

[2] http://www.miur.gov.it/documents/20182/226551/DM+1047+del+29+dic+2017.pdf/6d585918-e820-4966-9c13-d6790f30fb3a

dicembre 2013, n.159 l'importo del contributo onnicomprensivo annuale è stabilito dalle singole università statali, anche in deroga ai criteri individuati nei commi da n.255 a 258 del presente articolo".

Foreign citizens who are not resident in Italy cannot use the self-certification institution in any way.
In relation to the provisions of the aforementioned regulations and in accordance with the provisions of Ministerial Decree no. 1047, students who are not resident in Italy and who are non-EU citizens can submit a request for integration to the funding for Erasmus mobility at Disco Lazio Office which annually announces ad hoc funds.

Foreign students from one of the European Union countries not resident in Italy, for the purpose of disbursement of the contribution, will be able to submit an ISEE Parificato.

ISEE Parificato

As can be seen from the resolution of the "Consiglio di Amministrazione" of 10/11/2020, having as its object the introduction of a control and verification system of ISEE equalized (data collection form for university equalized indicator) - all non-EU students for whom it is inapplicable the calculation of the ISEE pursuant to art. 8, paragraph 5, of Prime Ministerial Decree 159/2013 may request the compilation of the data collection form for the university equalized indicator at the CAF identified by the University to which all the documentation containing the information necessary for the determination of the income statement or the original certification issued by the authorities of their country of origin * and translated into Italian, validated by the Italian diplomatic authority competent for the territory in the same country of origin of the student (art.33 of Presidential Decree no. 445 of 28/12/2000).

***The documentation must be produced, translated and legalized even for situations in which no movable or immovable property is owned.**

Students with a DISCOLAZIO scholarship are also required to submit the data collection form and will be subject to checks on what they have been declared. The MIUR contribution is not compatible with any DISCOLAZIO funding provided to support Erasmus mobility.

The certificate of ISEE PARIFICATO must appear on the DELPHI university platform at the same time as the regularization of the enrolment, as required by this Call of participation.

The University will not pay the Supplementary Contribution to the students who, for whatever reason, have not uploaded the ISEE to the DELPHI platform.

FISCAL TREATMENT OF THE EU PROGRAMME GRANT

The EU Programme grant does not constitute income (ref. 247/E of 1999, Art 6, paragraph 13 of Law N° 488 of 1999) unless the total annual amount is higher € 7.746,85. If the amount is higher than the limit indicated by the Law, it will entirely constitute income for the person who receives it.

PAYMENT

Payments will be made according to the provisions of the Mobility Agreement, after departure, once the student has duly uploaded the required documentation to the platform, in two installments:
COMMUNITY CONTRIBUTION: 70% as an advance, 30% as an adjustment, once the mobility is over and the student has received the Nulla Osta from the University Erasmus Office;
MIUR INTEGRATION: 50% as an advance, 50% as a balance, once the mobility has been completed and the student has received the Nulla Osta from the University Erasmus Office.
At the time of the application, the student must provide the IBAN[3] of his/her bank account.

Please note: The account holder must request it when the account is open. The bank account must be opened in the name of the beneficiary/grantee (or co-signer). There will be no payments by cheque and/or bank transfer made to a third party.

Art. 5 – RENUNCIATION OF THE GRANT

Accepting the mobility is a serious obligation for the candidate.
Selected students who accept the grant, sign the Mobility Agreement and then decide to renounce to the study period abroad must complete and upload the Waiver Form, accompanied by adequate certification, on the MOBINT platform. If the certification is not submitted or reasons are not deemed pertinent, renouncing students have to return the amount already received and will no longer be eligible to apply for Grants within the framework of the Programme.
Students who interrupt the mobility period are entitled to the payment for the number of months spent abroad if it is at least two months (60 days). Students who do not stay abroad for the minimum period required have to return the whole amount received.

[3] The IBAN is the bank code that identifies the bank account and the bank.

Art. 6 – PRIVACY

The personal data transmitted by the candidates through the application to participate in the Programme will be processed, in compliance with the principles of Regulation (EU) 679/2016, for the purposes of managing the Programme, for the selection procedures and for any assignment procedure. and disbursement of the contribution.

It is also specified that all communications relating to the Programme will be made by the competent offices via e-mail messages.

ART. 7 – PERSON IN CHARGE OF THE PROCEDURE

Under the law August 7, 1990, n. 241, the person in charge of the procedure of exclusive competence of the University of Rome Tor Vergata central administration is Mrs. Mirabela Salavastru.

We inform you that, based on Art. 71 of Presidential Decree 445 of 28/12/2000, the Administration will proceed to carry out appropriate checks, even on a sample basis, and in all cases in which justified doubts arise about the veracity of the self-certifications.

For further information, after carefully reading this Call, the student can contact the following offices directly:

- **For information concerning the signing of the Agreement and the mobility grant:**

Erasmus+ Central Office

Mirabela SALAVASTRU

Tel. +39 06 7259 2555

E-mail: outgoing@erasmus.uniroma2.it

- **For information on: online application form, Learning Agreement, exams, exam recognition and information on partner universities, please contact the following Erasmus Offices of the Faculties / Macro areas:**

School Of Economics:

Susanna PETRINI

Tel. +39 06 7259 5560

E-mail: petrini@economia.uniroma2.it

Simona DE ANGELIS

Tel. +39 06 7259 5752
E-mail: simona.de.angelis@uniroma2.it

School Of Law:

Chiara CIANCARELLI

Daniela MARI

Tel. +39 06 7259 2355

E-mail: erasmus@juris.uniroma2.it

School Of Engineering:

Rita RICCI

Tel. +39 06 7259 7256

E-mail: ricci@ing.uniroma2.it

Daniela MANNINO
daniela.mannino@uniroma2.it

School Of Humanities And Philosophy:

Giuseppina GRIMALDI

Tel. +39 06 7259 5186

E-mail: erasmus@lettere.uniroma2.it

School Of Medecine And Surgery:

Jadwiga SZCZUR
Tel. +39 06 7259 6376
E-mail: jadwiga.szczur@uniroma2.it

School of Mathematical, Physical And Natural Sciences:

Laura CALCONI
Tel. +39 06 7259 4573
E-mail: erasmus@scienze.uniroma2.it

The annexes of each School/Department are an integral part of this decree.