

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. 2023-2024

CALL FOR APPLICATION

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

Deadline

28 February, 2023 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 disbursement 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's Erasmus+ Office 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 the selection of candidates.

Based on what above exposed, each Faculty/Department indicates to the Erasmus+ Office of 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 will be held in each Faculty/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 Faculty/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). It is the responsibility of the Faculty/Department Erasmus+ Offices to inform the host university of the names of Erasmus mobility beneficiaries divided by semester.

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 Faculty/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 Faculty/Department's attachments**).

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

PhD students must agree on their research study period abroad with the PhD course coordinator.

Please note: 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. It consists of the drafting and approval by the Course of Study (Faculty/Department) of

part of the student's curricular study programme. Any significant change in the programme or dates and any possible extension of the mobility period shall be agreed upon in writing by all parties (home University, applicant and host university).

INSTRUCTIONS FOR THE VISA

Laws and regulations on non-EU student immigration in the countries participating in the Programme are related to the nationality of said students, who are responsible for gathering information with due notice and obtaining the documents required for entering and staying in the country of destination by contacting their diplomatic representatives.

Applicants shall autonomously inquire about:

- ✓ possible regulations about entrance into the host country by contacting in good time the related diplomatic representations (Embassies and Consulates) in Italy;
- ✓ healthcare in the host country by contacting their own ASL (local health service unit) or diplomatic representations.

INSTRUCTIONS 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 Faculty/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 Faculty/Department.

ART. 1 – PARTECIPATION REQUIREMENTS

Students or graduating students in the academic year 2022-2023 who will be regularly enrolled in a course of study, coherent with the previous one, for the academic year 2023-2024 can apply.

Please note: The student who has not completed the regular enrollment in the academic year 2023-2024 before departure (for example, the student who does not pay the taxes by applying for the “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.

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/Department.

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 **28 February, 2023 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. It will not be possible to subsequently modify or cancel submitted applications.

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 2022/2023 and he/she is not enrolled or graduating in the academic year 2023/2024;
- ✓ the student has not completed the registration (not paid the fees) for the a. y. 2023-2024 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).

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

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

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.**

Please Note: The request for an extension must be submitted within 1 month after the end of the mobility.

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.

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 no later than 15 days after the end of the mobility (and in any case no later than 10 October 2024), the student must upload the following documentation on the MOBINT platform:

- ✓ The Certificate of stay 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 Report" 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 Faculty/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. **Mobility may start, where permitted, from 1st June 2023 and must end no later than September 30th 2024.**

Please Note: 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.

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.

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.

Please Note: 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 Community Contribution

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.

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".¹

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 determined with reference to the student's economic situation resulting from the ISEE** certificate as indicated in the table below:

ISEE	Importo mensile per integrazione 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

¹<http://www.miur.gov.it/documents/20182/226551/DM+1047+del+29+dic+2017.pdf/6d585918-e820-4966-9c13-d6790f30fb3a>

*** As regards the determination of the composition of the family unit, the income situation indicator, the financial situation indicator and the methods of filling out the framework to apply for benefits for the right to education, as well as all other issues related to the calculation of the ISEE, this Call refers to the DPCM of 5 December 2013 No. 159 "Regulation on the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation - ISEE".*

For students resident in Italy, when they enroll for the academic year 2023-2024 on the DELPHI platform, it is necessary to authorize the University to request the ISEE from the "Agenzia delle Entrate".

Please Note: ISEE 2023 certification is required.

For students who are not resident in Italy who are nationals of non-EU states, The Stability Law 11 DECEMBER 2016 n. 232, stipulates in Article 1, paragraph 261:

"In the case of students who are nationals of a country that is not a member of the European Union and who are not resident in Italy, and for whom the calculation of the ISEE of the family unit to which they belong is not applicable, pursuant to Article 8, paragraph 5 as per the decree of the President of the Council of Ministers dated 5 December 2013, No. 159, the amount of the annual flat-rate contribution shall be determined by the individual state universities, also by derogation from the criteria set out in paragraphs 255 to 258 of this article".

Foreign nationals who do not reside in Italy are therefore not eligible for the self-certification facility 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.

Equalised ISEE

As can be seen from the resolution of the Board of Directors of 10/11/2020, concerning the introduction of a control and verification system for the equalised ISEE (University Equalised Indicator Survey Form), - all non-EU students for whom the calculation of the ISEE is not applicable pursuant to art. 8, paragraph 5 of Ministerial Decree 159/2013, may request the preparation of the Equalised University Indicator Data Collection Format the CAF office indicated by the University, where all the documentation containing the information necessary for the determination of the proof of income or the original certification issued by the Authorities of the

country of origin must be submitted (the documentation must be translated into Italian and legalised even if there is no movable or immovable property) and certified by the Italian diplomatic authority competent for the territory of the student's country of origin (Article 33 of Presidential Decree no. 445 of 28/12/2000).

Even students in possession of the DiscoLazio scholarship must submit the data collection form and will be checked for their information. The MUR contribution is not compatible with a DiscoLazio funding granted to promote 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.

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

B. Supplementary Community Grants for Students with Special Needs

These are contributions allocated by the European Commission and destined for those with specific physical, mental or health conditions. To access them, it will be necessary to submit a specific request to the University Erasmus + Office on the basis of the procedures and timeframes defined by the Erasmus + National Agency INDIRE.

Tax treatment of the Erasmus+ Programme grant

The Erasmus+ grant does not constitute income (ref. 247/E of 1999, Art. 6, paragraph 13 of Law No. 488 of 1999) unless the total annual amount does not exceed € 7,746.85. If the sum is above the threshold set by the Law, it shall constitute income for the recipient.

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 within 30 working days after receipt the Certificate of Arrival at the partner university and 30% as a balance, once the mobility has ended and the student has received the Nulla Osta from the Erasmus Office of the University;

Supplementary contribution: 50% as an advance within 30 working after receipt the Certificate of Arrival at the partner university and 50% as the balance, once the mobility is completed and the Nulla Osta has been received from the University Erasmus Office.

At the time of the application, the student must provide the IBAN² of his/her bank account.

² The IBAN is the bank code that identifies the bank account and the bank.

Please note: The bank account must be in the name of the beneficiary/assignee (or jointly). No payments will be made by cheque and/or bank transfer to third parties.

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.

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 Dr. 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 information concerning the signing of the Agreement and the mobility grant:

Erasmus+ Central Office

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:

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