POLO DI LATINA
ERASMUS+ PROGRAMME
Student Mobility Selection Call for Study
Academic Year 2019/2020

REOPENING OF THE SELECTION CALL

Call and On-line Application: *https://relint.uniroma1.it/candidatura/login.aspx*

Deadline for On-line Application: *June 5, 2019 - 2.00 pm (Italian time).*

Call and Results of the Selection Procedure:

https://web.uniroma1.it/trasparenza

Act N. 36/2019

Prot. N. 223   Date: 24/05/2019

Class. III/12

According the outcomes of the ERASMUS call a.a. 2019/2020 considering that there are still places available to be assigned, the call is open again all the clauses indicated in it are confirmed. Students who applied for the 2019-2020 Erasmus Call already placed in the ranking list and therefore eligible, cannot reapply to change destination.
Only departures for the second (spring) semester will be allowed

ART. 1 GENERAL INFORMATION

ART. 1.1 OBJECTIVES

The Erasmus+ programme for study allows university students to increase educational opportunities aimed at acquiring the necessary skills to favour their transition to the labour market. To this purpose Erasmus+ provides students with the opportunity of studying abroad up to a maximum total of 12 months per each cycle of study and 24 months for single-cycle study programmes, regardless of the number of mobility periods (i.e.: 2 periods of 6 months or 3 periods of 4 months).

Students selected for a mobility period in one of the countries participating in the Erasmus Programme obtains the "Erasmus Student" status that comes with rights and duties, ass established by the Erasmus Student Charter.

Erasmus students receive a grant and have the right to attend courses and use the available structures without further registration fees (in some cases small contributions might be requested as for local students). All activities conducted abroad (with a positive outcome) will be fully recognized as long as they were previously approved by the Learning Agreement/Change Form.

Full recognition of activities carried out abroad is one of the commitments undertaken by Sapienza University of Rome with the approval of the Erasmus Policy Statement (EPS) and the "Regulation for Student Mobility and Recognition of Study and Training Periods Abroad."

ART.1.2 PARTICIPATING COUNTRIES

For Academic Year 2019-20, students may participate in the Erasmus+ Programme for Study at universities in European Union member states and other participating countries (Programme Countries).

The full list of possible destination countries is the following:

- **Member States of the European Union**: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.
- **EFTA/EEA Countries**: Iceland, Liechtenstein and Norway;
- **EU candidate countries:** Turkey former Yugoslav Republic of Macedonia, Serbia.

ART. 1.3 MOBILITY TO SWITZERLAND

Switzerland does not take part in the Erasmus+ Programme under the same terms as Programme and Partner Countries; therefore, it **does not receive any EU funding** either for incoming or outgoing mobilities.

In order to guarantee existing mobility and cooperation, the Swiss Federal Council has developed a transitional solution, the so-called *Swiss European Mobility Programme* (SEMP). Under this programme, Swiss Universities finance the mobility of all incoming and outgoing students following the signature of specific agreements (see Art. 3.6 "Grant").

Students applying to Swiss universities must satisfy all the requirements described in this call (see Art. 2. *Requirements and Application Procedures, Language Requirements, Selection Procedures and Incompatibility*).

ART. 1.4 DOUBLE AND JOINT DEGREE PROGRAMMES MOBILITY

Double and Joint Degree Programmes allow students to study abroad and attend courses that will lead to both an Italian and foreign degree of the same level. Further information is available at: https://www.uniroma1.it/it/pagina/doppia-laurea-e-titoli-congiunti.

Admission requirements, which are established by agreements, vary based on country, academic year and academic requisites. Moreover, the agreements regulate the length of the mobility period, the study programme and the recognition of academic activities conducted abroad, as well as the number of available places.

ART. 2 REQUIREMENTS AND APPLICATION PROCEDURE

ART. 2.1 GENERAL ADMISSION REQUIREMENTS

In order to apply to this call:

1. Students must be **enrolled** (including part-time students) at Sapienza for **Academic Year 2018-19** in a Bachelor, Master, Single-cycle or PhD degree programme, or a Specialization Schools, regardless their citizenship;

In case of Specialization Programmes, the payment of the Erasmus grant is subject to the compatibility of the specialization contract with Erasmus grants. Incompatibility still allows participation in the programme, but the student will not receive any grant for the mobility period.

2. Students must have **adequate language skills** (see Art. 2.3.2 "Language Requirements")

3. Students must complete their enrolment at Sapienza University for Academic Year 2019-20 by the established deadlines (further information: https://www.uniroma1.it/it/pagina-strutturale/studenti "University Tuition").

4. Students enrolled in the third (or subsequent) year of a Bachelors Degree (first cycle) in Academic Year 2018-19, and who expect to graduate by the end of the academic year, may apply for a mobility period for the first year of a Masters Degree (second cycle). However, the mobility period **must take place in the second semester** of Academic Year 2019-20. **Before leaving, students selected under these conditions** must be enrolled in a Masters Programme for Academic Year 2019-20. Moreover, **these students may not, under any circumstances, enjoy their mobility period during the first semester, even if approved by the host university**. Students who apply for mobility periods longer than a semester, will not receive any further grant.

5. **Students on mobility programmes may not graduate before the end of their period of study abroad and before the recognition of the academic activities conducted abroad by the Academic Coordinator of the Mobility Period (RAM).**

6. Students enrolled in PhD Programmes must end their mobility period before the official end of the Doctoral Programme.

7. Specialisation school students must check with their school if they are eligible for a study period abroad under this call.

ART. 2.2 INCOMPATIBILITY

Incompatibilities concern both grants and the Erasmus student "status."

Students applying to this call may receive one or more Erasmus+ mobility grants for each study cycle (Bachelor, Master, PhD) provided the total period does not exceed 12 months per each cycle.

For one-cycle degrees the maximum is 24 months.

1. Students applying to this call may receive one or more Erasmus+ mobility grants for each study cycle (Bachelor, Master, PhD) provided the total period does not exceed 12 months for each cycle. For single-cycle degrees (i.e. EU Architecture), the limit is 24 months. This requirement does not apply to mobility periods in Switzerland, which are regulated by the Swiss-European Mobility Programme (SEMP).

2. Prior mobility periods that have already been funded during the same study cycle under Lifelong Learning Programme, Erasmus+, Erasmus Mundus Action 1 and Erasmus Mundus Action 2 are included in the calculation of the total number of months spent abroad.

ART. 2.3. REQUISITES

ART. 2.3.1 ACADEMIC REQUISITES

Faculty of Economics

1st year : minimum 9 ECTS
2nd year : minimum 36 ECTS
3rd year : minimum 60 ECTS
1st year (Masters programme): minimum 6 ECTS
2nd year (Masters programme): minimum 36 ECTS

Doctoral students in Management, Banking and Commodity Science (code 26079) can apply to the Erasmus+ programme.

Faculty of Civil and Industrial Engineering

1st year: minimum 9 ECTS
2nd year: minimum 36 ECTS
3rd year: minimum 60 ECTS
1st year (Masters programme): minimum 6 ECTS
2nd year (Master programme): minimum 36 ECTS

Doctoral students in Industrial and Managerial Engineering (code 27738), in Electrical Engineering and Science in Nanotechnology Engineering (code 26747) and Environmental Engineering (code 26743) can apply to the Erasmus+ programme.

1st year: minimum 9 ECTS

2nd year: minimum 36 ECTS

3rd year: minimum 60 ECTS

1st year (Master programme): minimum 6 ECTS

2nd year (Master programme): minimum 36 ECTS

Doctoral students in Informatics (code 11041) and in Informatics Engineering (code 11055) can apply to the Erasmus+ programme.
All credits acquired as of the application submission, obtained exclusively through exams and registered on Infostud, will be accepted for the selection process.

Students are allowed to integrate exams that have not been officially registered with self-certifications (see Art. 6 "Candidature").

ART. 2.3.2 LANGUAGE REQUIREMENTS

Students applying to the Erasmus+ 2019-20 Call must have a minimum **A2** language level Common European Framework of Reference (https://europass.cedefop.europa.eu/it/resources/european-language-levels-cefr).

The applicant will have to provide proof of the **minimum language level (or that required by the host university)** either with a **certification** (IELTS, DELF, PLE, etc.) or by taking a test at the **Sapienza Language Centre – Centro Linguistico di Ateneo** (see below). **Students must ascertain the requirements established by their host university for an Erasmus+ mobility period, as described in Art. 4**.

If a candidate does not have any of these certifications, he/she will have to provide a self-certification for their language level. **Students providing self-certifications will be assessed through a test** during the selection procedure for the following languages: English, French, Portuguese, Spanish and German. The tests will be held at the Sapienza Language Centre – Centro Linguistico di Ateneo "Marco Polo" building , Circonvallazione Tiburtina 4 (ex Scalo San Lorenzo 82), 00185, Roma, ground 0, Lab. 4, 5, 6 e 7 (see the link for the map: https://goo.gl/maps/wBF9gMApXjcjZUhP7) according the following schedule

H	MONDAY 17 JUNE	TUESDAY 18 JUNE	WEDNESDAY19 JUNE	THURSDAY 20 JUNE	FURDAY 21 JUNE
09:30 A.M.	GERMAN (SURNAME STARTING FROM A TO Z)	FRENCH (SURNAME STARTING FROM A TO Z)	SPANISH (SURNAME STARTING FROM I TO Q)	ENGLISH (SURNAME STARTING FROM A TO H)	ENGLISH (SURNAME STARTING FROM R TO Z)
2:00 P.M.	PORTUGUESE (SURNAME STARTING FROM A TO Z)	SPANISH (SURNAME STARTING FROM A TO H)	SPANISH (SURNAME STARTING FROM R TO Z)	ENGLISH (SURNAME STARTING FROM I TO Q)	

The convocation according to this calendar has the value of notification to all effects and no other communication will be sent to the candidates.
 Candidates must therefore present themselves at the CLA on the date and time of the call to take the test in the languages indicated in the application form. They must carry a valid identification document (identity card, driving license, passport), as well as their own credentials to access Infostud. It is essential to follow the call calendar, because no changes will be allowed and there will be no recovery sessions.
 The test will consist of a computer test from level A2 to level C1 and will have a maximum duration of 60 (sixty) minutes. The test starts at level A2; on the basis of the score obtained the candidates can

pass to B1, then to B2 (if they pass B1) and to C1 (if they exceed B2). The tests, for each level, will be prepared in accordance with the rules of the Common European Framework of Reference for Knowledge of Languages (CEFR).
The test results will be used to determine the student's final ranking.

Students can take tests for a **maximum of two languages and not more than once for each language**. Students can choose which language test to take for host universities in countries that accept two languages.

If the **test score is inferior to the minimum level required** by the host university, the **candidate will not be considered eligible**. **Please Note: self-certifications must declare the true language level of the candidate. We recommend you verify this through the many free language tests that are available on-line.**

If the test score is equal to or greater than the level required by the call selection process, but **inferior to the minimum level required by the host university, the student will be obliged to attend a language course at the Sapienza Language Centre – Centro Linguistico di Ateneo. In any case, the student is responsible for reaching the language level required by the host university before departure.**

As an example: most Dutch universities requires a TOEFL Certificate, while British universities require a IELTS Certificate. Erasmus+ students must provide these certifications together with the other documentation required by these universities before departure. Students who are assigned a mobility period at one of these universities must hold said certificates within the deadlines indicated by the foreign universities.

ART. 2.3.3 EXEMPTION FROM LANGUAGE TESTS

Students who satisfy one of the following conditions are exempted from language tests:

• Students with an official certificate issued by one of the language centres recognised by the Common European Framework of Reference for Languages and integrated by a language certification for Portuguese (Attachment 3).

• Students enrolled in degree programmes held in English. These students will have to present a valid certification (or take the test) if they apply for a university that does not require English as the language.

ART. 2.3.4 OTHER REQUISITES

- This call is NOT open to students enrolled in inter-faculty programmes.

- Please note that this call is NOT open to students enrolled in other faculties

-This call is open to students enrolled in Faculty of Economics, Faculty of Civil and Industrial Engineering, Faculty of Engineering of Information, Informatics and Statistics in Latina and Roma.

- Students enrolled in doctoral research programmes or in specialisation school must obtain approval from the Coordinator of the PhD Programme/Professional Master Course or Director of the Specialisation School.

- Erasmus mobility periods and the recognition of related credits must take place before the discussion of theses and the conclusion of the programme, including Professional Master Courses.

- Students who intend to conduct research activities for their thesis must indicate the subject of their research work and obtain approval from their Italian Thesis Supervisor and indicate their foreign supervisor.

Erasmus+ mobility periods for study will not be assigned to graduates conducting post-graduate professional traineeships

ART. 3. GRANTS AND FINANCIAL BENEFITS

ART. 3.1 GENERAL ASPECTS

Grants for mobility are assigned exclusively for academic activities abroad (see Art. 5 "Activities Abroad and Learning Agreement") for a minimum period of 3 months (90 days) and a maximum period of 12 months during the "Erasmus Year": **01/06/2019 - 30/09/2020**.

Grants are provided by funding from the European Commission and integrated by MIUR (*Fondo Giovani*) and Sapienza funding. They are considered as a contribution to expenses abroad and are limited to the academic activities authorised before leaving.

In order to receive their mobility grants, students must sign, **before their departure**, the financial contract that is available on selected students' personal web page and follow all the directions provided upon acceptance of the mobility period.

Moreover, Erasmus+ grants are directly connected to studies and/or other academic activities conducted at foreign universities that have been previously authorised by the Academic Programme Coordinator (RAM) as described in Art. 6.4 "Learning Agreement"). Therefore, students who do not obtain the recognition of at least **3 CFUs** by the end of their mobility period **will be required to partially or fully refund the MIUR grant**. This does not apply to PhD and Specialisation School students.

ART. 3.2 EU GRANTS

The EU Erasmus+ grant 2019-20 is based on the cost of living in the destination country. Mobility grants are defined at the national level and amount to:

• **Group 1 Countries** (Programme Countries with high living costs): Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom **300,00 €/month**.

• **Group 2 and 3 Countries** (Programme Countries with medium living costs): Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey, Serbia: **250,00 €/month**.

The actual grant will be calculated on the effective days of the mobility period as certified by the host university in the certificate of attendance.

Erasmus grants are incompatible with grants from other programmes/actions funded by the European Union.

In the case that EU funds are depleted, or should students receive other university or EU grants, or if students do not require funding, the students may receive an "**Erasmus-Zero-EU-Grant**" status that will allow them to enjoy the benefits of the mobility period, but without receiving an EU grant.

All Erasmus+ grants are however subject to the approval of Erasmus activities/funding, proposed by Sapienza for the Academic Year 2019-20 by Indire - the National Agency for Erasmus+.

ART. 3.3. MIUR AND SAPIENZA FUNDING

European grants for mobility periods (Art.3.2) are integrated by the following funds:

- **MIUR** Grants (Fondo Giovani);
- **Sapienza** Grants.

The MIUR "Fondo Giovani" Grant varies based on the ISEE Form for University Welfare Services (related to academic year 2018-2019). **Both forms of additional funding are only allocated to students, who during the mobility period are not more than one year "fuori corso."**

Therefore, Sapienza (Board of Administrators Resolution N. 485/18 – 18/12/2018) has established the following monthly payments (including the EU Grant based on destination country):

ISEE Beneficiary	Grant/Month
ISEE < 13.000	€ 900-850,00
13.000 - 21.000	€ 850-800,00

21.000 - 26.000	€ 800-750,00
26.000 - 30.000	€ 750-700,00
30.000 - 40.000	€ 600-550,00
40.000 - 50.000	€ 550-500,00
ISEE > 50.000	€ 500-450,00

In case of depletion of EU funding (EU zero grant), students will only receive MIUR and Sapienza grants.

ART. 3.4 ADDITIONAL FUNDING FOR DISABLED STUDENTS AND/OR STUDENTS WITH SPECIAL NEEDS

In order to allow a wider student participation in the mobility programme, Indire - the National Agency for Erasmus+ allocates grants intended to support disabled students and/or students with special needs.

Students must communicate their disability/special need both through their application form and upon acceptance, if assigned a mobility period.

The above-mentioned selected students will receive information about possible EU grants during the year at: http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili.

ART. 3.5 GRANTS FOR MOBILITY TO SWITZERLAND

The grant for Academic Year 2019-20 SEMP mobility periods is provided by Swiss Universities. For further information, please consult the website of the relevant Swiss university.

It should be noted that SEMP students are not entitled to receive EU grants, including grants for special needs, whereas they are entitled to the additional Sapienza and MIUR grants (except as provided by Art. 3.3)

ISEE Beneficiary	Grant/Month
ISEE < 13.000	€ 600,00
13.000 - 21.000	€ 550,00
21.000 - 26.000	€ 500,00
26.000 - 30.000	€ 450,00
30.000 - 40.000	€ 300,00
40.000 - 50.000	€ 250,00
ISEE > 50.000	€ 200,00

ART. 3.6 ISEE FOR UNIVERSITY WELFARE SERVICES

Students who did not declare their ISEE at the time of enrolment for the academic year 2018-2019, in order to benefit of the above mentioned grants, should consult their financial advisor, a CAF Centre or the INPS website (http://servizi2.inps.it/servizi/Iseeriforma/home.aspx) to obtain their **ISEE.**

ISEE data will be collected by Sapienza University directly from the INPS dedicated platform by **15/07/2019.**

If, at this date, there is no available ISEE 2019 data for Right to University Education, the student will be placed in the **ISEE > 50.000 grant bracket** by default.

ART. 3.7 DOCUMENT COMPLIANCE

Documents concerning the mobility period will be checked by the International Office – Erasmus Sector.

If the provided documentation is not correct, students will be required to partially or fully reimburse allocated grants.

ART. 3.8 TAXATION OF THE ERASMUS + GRANT

Under Article 1, paragraph 50, Law No 208 - 28.12.2015, grants for international mobility are subject to the exemptions provided by Article 1, paragraph 3, Decree-Law N. 105 - 9 May 2003, converted with amendments into Law N. 170 - 11 July 2003, except further amendments.

ART. 4. AVAILABLE DESTINATIONS AND PLACES

The following table lists all the institutions with which Sapienza University has Erasmus+ mobility agreements, the number of available places, the mobility period and application requisites.

Please note: Available mobility destinations and places may be subject to modifications based on the decisions of EU and national bodies regulating the programme or partner universities.

Therefore, we advise that students autonomously verify the possibility of studying abroad by checking course catalogues of the host institutions before applying. A dedicated Erasmus+ Agreement search engine is available at: https://relint.uniroma1.it/mobilitysearch

The **length of the mobility period** indicated in the agreement may be shortened, if the student completes a shorter mobility period or decides to leave during the second semester. Moreover, for students who have enjoyed previous mobility periods, the maximum stay will be calculated on the basis of remaining months with respect to the 12-month limit per cycle of study and the 24-month limit for single cycle degrees, following the consent of the host university.

In selecting the host university, students must take note of the required language level (see Art. 2.3.2).

Students can select a maximum of 3 destinations.

The priority order stated in the application will be a binding criterion for the assignment of the destination if the candidate is eligible for more than one destination.

Please note that it is NOT possible to guarantee departure during the 1st semester for destinations whose deadline is close to the date specified in Art 14 "END OF PROCEDURE" for publication of the selection results.

MOBILITY LEVELS

1 = Undergraduate (Bachelor)

2= Postgraduate (Master, Single cycle Degree)

3 = Doctoral (Specialization or Doctoral Programmes)

ISCED Code and description

041 = Business and Administration

0413= Management and Administration

061= Information and Communication Technologies

071= Engineering and Engineering Trades

0712= Environmental Protection Technologies

0715= Mechanics and Metal Trades

Available destinations and places

ISO	Codice ist.	Nome istituzione	Cognome docente	Nome docente	Codice area	Nome area	Nazione	Posti Disponibil	Durata	Livello	Requisiti Linguistici
CZ	CZ HRADEC01	UNIVERSITY OF HRADEC KRALOVE	TAROLA	Annamaria	0410	Business and Administration	REPUBBLICA CECA	2	5	1,2	English B1
DE	D CLAUSTH 01	TECHNISCHE UNIVERSITAT CLAUSTHAL	ALIMONTI	Claudio	071	Engineering and engineering trades	GERMANIA	1	3	1, 2, 3	German B1 English B1
DE	D MUNSTER01	WESTFÄLISCHE WILHELMS-UNIVERSITÄT MÜNSTER	SIMONE	Cristina	041	Business and administration	GERMANIA	1	5	1, 2, 3	German B2 English B2
DE	D NURNBER02	GEORG-SIMON-OHM-FACHHOCHSCHULE NÜRNBERG	QUATTRO CIOCCHI	Bernardino	041	Business and administration	GERMANIA	1	5	1, 2	German B2 English B2
ES	E GRANADA01	UNIVERSIDAD DE GRANADA	QUATTRO CIOCCHI	Bernardino	0413	Management and administration	SPAGNA	2	5	1	Spanish B1
ES	E HUELVA01	UNIVERSIDAD DE HUELVA	CAMPANA	Paola	0413	Management and administration	SPAGNA	4	9	1, 2	Spanish B1 English B1
ES	E MADRID03	UNIVERSIDAD COMPLUTENSE DE MADRID	MARIOTTINI	Laura	0413	Management and administration	SPAGNA	1	10	1	Spanish B1
ES	E MURCIA01	UNIVERSIDAD DE MURCIA	TEMPERINI	Marco	061	Information and Communication Technologies (ICTs)	SPAGNA	1	9	1	Spanish B1 English B2
ES	E MURCIA04	UNIVERSIDAD POLITECNICA DE CARTAGENA	QUATTRO CIOCCHI	Bernardino	041	Business and administration	SPAGNA	2	5	1, 2	Spanish B1 English B1
ES	E MURCIA04	UNIVERSIDAD POLITECNICA DE CARTAGENA	BONIFAZI	Giuseppe	071	Engineering and engineering trades	SPAGNA	2	5	1, 2	Spanish B1 English B1
ES	E MURCIA04	UNIVERSIDAD POLITECNICA DE CARTAGENA	TEMPERINI	Marco	061	Information and Communication Technologies (ICTs)	SPAGNA	2	5	1	Spanish B1 English B1
ES	E OVIEDO0	UNIVERSIDAD E OVIEDO	ORLANDI	Maurizio	04	Business administratio	SPAGNA	2	10	1,2	Spanish B1 English B1

	1					n and law					
ES	E OVIEDO01	UNIVERSIDAD E OVIEDO	ORLANDI	Maurizio	041	Business and administration	SPAGNA	2	10	1,2	Spanish B1 English B1
ES	E SANTAND01	UNIVERSIDAD DE CANTABRIA	POMI	Raffaella	0712	Environmental protection technology	SPAGNA	2	6	2	Spanish B1 English B2
ES	E SANTAND01	UNIVERSIDAD DE CANTABRIA	TEMPERINI	Marco	061	Information and Communication Technologies (ICTs)	SPAGNA	2	5	1	Spanish B1 English B2
ES	E SEVILLA03	UNIVERSIDAD PABLO DE OLAVIDE	QUATTRO CIOCCHI	Bernardino	041	Business and administration	SPAGNA	4	9	1, 2	Spanish B1 English B2
ES	E VALLADO01	UNIVERSIDAD DE VALLADOLID	MARIOTTINI	Laura	041	Business and administration	SPAGNA	1	10	1, 2	Spanish B1
FR	F BREST29	BREST BUSINESS SCHOOL/ECOLE SUPERIEURE DE COMMERCE DE BREST [former F AMIENS25]	ORLANDI	Maurizio	041	Business and administration	FRANCIA	2	6	1, 2	English B2 French B2
GR	G KRITIS09	POLYTECHNIO KRITIS	POMI	Raffaella	0712	Environmental protection technology	GRECIA	2	6	2	English B2
HR	HR ZAGREB01	SVEUCILIŠTE U ZAGREBU	ORLANDI	Maurizio	041	Business and administration	CROAZIA	2	5	1, 2	Croatian B2 English B2
MK	SKOPJE15	Univerzitet za Turizam i Menagment vo Skopje	ROTUNDO	Giulia	041	Business and administration	REP. DI MACEDONIA	4	5	1, 2	English
NL	NL EINDHOV17	TECHNISCHE UNIVERSITEIT EINDHOVEN	ALIMONTI	Claudio	0715	Mechanics and metal trades	OLANDA	2	5	2	English C1
PT	P PORTO05	INSTITUTO POLITECNICO DO PORTO	TEMPERINI	Marco	061	Information and Communication Technologies (ICTs)	PORTOGALLO	2	6	1	Portoguese B1 English B1
PL	PL KATOWIC02	UNIWERSYTET EKONOMICZNY	QUATTRO CIOCCHI	Bernardino	041	Business and administration	POLONIA	2	5	1, 2	English B2
PL	PL WARSZAW41	University of Ecology and Management in Warsaw	QUATTRO CIOCCHI	Bernardino	041	Business and administration	POLONIA	2	5	1	Polish B1 English B1
PL	PL WARSZAW41	University of Ecology and Management in Warsaw	BONIFAZI	Giuseppe	071	Engineering and engineering trades	POLONIA	2	5	1, 2	Polish B1 English B1
RO	RO BUCURES09	UNIVERSITATEA DIN BUCURESTI	CAMPANA	Paola	041	Business and administration	ROMANIA	1	5	1	Romanian B1 English/ French B1
RO	RO BUCURES09	UNIVERSITATEA DIN BUCURESTI	CAMPANA	Paola	041	Business and administration	ROMANIA	2	5	2	Romanian B1 English/French B
RO	RO BUCURES18	UNIVERSITATEA ROMANO AMERICANA	CAMPANA	Paola	041	Business and administration	ROMANIA	2	9	1, 2	Romanian B1 English B1
RO	RO CRAIOVA01	UNIVERSITATEA DIN CRAIOVA	TEMPERINI	Marco	061	Information and Communication	ROMANIA	1	6	1	Romanian B1 English B1

							Technologies (ICTs)				
SK	SK BRATISL02	COMENIUS UNIVERSITY IN BRATISLAVA	TEMPERINI	Marco	061	Information and Communication Technologies (ICTs)	SLOVACCHIA	2	6	1, 2, 3	English B2 No certificate required
TR	CANAKKA01	CANAKKALE ONSEKIZ MART ÜNIVERSITESI	QUATTRO CIOCCHI	Bernardino	041	Business and administration	TURCHIA	2	5	1, 2, 3	English B1 Turkish B1
TR	TR ERZURUM01	ATATÜRK ÜNIVERSITESI	QUATTRO CIOCCHI	Bernardino	041	Business and administration	TURCHIA	2	5	1, 2	English A2/B1 Turkish A2/B1
TR	TR ERZURUM01	ATATÜRK ÜNIVERSITESI	BONIFAZI	Giuseppe	071	Engineering and engineering trades	TURCHIA	2	5	1, 2	English A2/B1 Turkish A2/B1

In selecting the host university, students must take note of the required language level. All the requisites listed in the table have been provided by the individual partner universities. Interested students should personally verify these requisites with the relevant university.

ART. 5 ACADEMIC ACTIVITIES ABROAD

Students must indicate the didactic activities they intend to pursue abroad on the application form.

The indicated activities are not final and may be integrated upon completion of the Learning Agreement (Art. 8) that will have to be approved by the Degree Programme Academic Mobility Coordinator (RAM).

Academic activities include:

- Attendance of courses and passing of exams;
- Preparation of graduation and/or doctoral thesis;
- Curricular traineeship (only if relevant)

Doctors on specialisation courses must agree on the educational programme abroad with the Director of the Specialisation School and receive authorization from the Faculty Council. Moreover, they will have to ascertain their insurance coverage with the relevant offices.

Similarly, **PhD students must agree on the educational programme abroad with the Coordinator of the PhD Programme.**

Candidates enrolled in non-medical Specialisation Schools, after having verified their eligibility for a mobility period abroad, **must agree on the educational programme abroad with the Coordinator of the Specialisation School in which they are enrolled.**

For programme and course-related information, students should contact the agreement promoter indicated in the art. 4.

ART. 6 APPLICATION

ART. 6.1 DEADLINES AND SUBMISSION

The deadline for submission of the on-line application form is

June 5, 2019 at 2.00 pm (Italian time).

In order to participate in this call, it is MANDATORY to submit the on-line application form by June 5 at 2.00 pm Italian time. The application form will be considered submitted only if the student receives the reception report.

The application form is available at: https://relint.uniroma1.it/candidatura/login.aspx.

For technical issues, please contact the Help Desk form available at: https://relint.uniroma1.it/candidatura/sendmail.aspx

Please Note: In order to submit an application form, **you must use your university e-mail account** (**name@studenti.uniroma1.it**).

Please Note: this will be the only official means used for communications, even following the call deadline.

Once the application has been completed, each candidate will receive a report of all the data submitted at his/her university email address. Thus, all applicants must verify that they receive this report and that all the data submitted is correct. Any errors must be immediately reported to the Faculty Erasmus Administrative Coordinator (dott.ssa Franca Rieti, E-mail franca.rieti@uniroma1.it Opening hours Tuesday 14.00-16.00 p.m. Thursday 09.00-12.00 a.m. Tel. 0773-476807 room 112 building Ce.R.S.I.Te.S. Viale XXIV Maggio 7/9 04100 Latina) .

ART. 6.2 DOCUMENTS TO BE SUBMITTED

In order to correctly complete the application process, students must fill out all fields of the on-line form and **verify the upload of the following documents**, which are an integral part of the application process:

1. **A <u>signed photocopy of a valid identity document</u> is required. Failure to provide this document will result in exclusion from the selection process**;

2. **<u>Language Certification</u>** [only if required by Art. 2.3.3 "Language Test Exemption") based on Faculty requirements.

Please Note: If the required documentation is not uploaded by the deadline, or the declared/self-certified information is not correct, the application will be rejected.

ART. 7 RANKINGS

ART. 7.1 RANKING PROCESS

A Commission (nominated by the Ce.R.S.I.Te.S. director and composed by Academic coordinator international mobility, Erasmus administrative officer, Academic Responsibles of International mobility from each Faculty of Polo di Latina) will evaluate all applications based on the following criteria: ***per titoli,*** according to the evaluation criteria established by the preliminary meeting of the commission. The criteria will be formalised in the Commission's Report in agreement with the elements established in Art. 2.4.

> Academic merit will be evaluated on the basis of student attendance and grades. The elements that determine the final score are: GPA, GPA ranking in degree programme and the number of credits acquired out of the credits planned for the current year of university enrolment. The final score will take into consideration all data up to the call deadline, including any self-certification submitted with the call application form.

Faculty of Economics:
The final score will be based on a maximum of 100 points , assigned according to the following criteria :

- Up to 50 points for GPA

- Up to 50 points for the ratio between number of credits obtained and number of credits on educational plan for the Degree Program.

Faculty of Civil and Industrial Engineering :

- Up to 50 points for GPA

  Up to 50 points for the ratio between number of credits obtained and number of credits on educational plan for the Degree Program

Faculty of Engineeering of Information, Informatics and Statistics:

- Up to 50 points for GPA

- Up to 50 points for the ratio between number of credits obtained and number of credits on educational plan for the Degree Program

Please Note: the following exams do not count for the calculation of the GPA and acquired CFUs:

- Exams taken abroad during Erasmus periods that have not yet been officialised as they refer to exams still in the process of being validated;

- Extracurricular exams (former Art. 6 - Regio Decreto N. 1269/38) as they do not count for CFUs necessary for degree and are not used to calculate GPA;

- Exams for single courses that have not been recognised as part of the degree programme (Bachelors, Masters, Single Cycle) for which the student is currently enrolled;

- Exams cancelled due to lack of prerequisites;

- Exams declared to have been taken, but which were only booked and not taken or, not even booked.

In assigning mobility periods, in case of identical scores, priority will be given to students who have not had a prior Erasmus experience for study and placement/traineeship.

The Commission will produce a ranking of candidates based on the above-mentioned criteria and publish the provisional ranking at : https://web.uniroma1.it/trasparenza

The ranking will be considered final when, 10 natural and consecutive days after its publication, no re-evaluation requests are at Ce.R.S.I.Te.S. Viale XXIV Maggio 7/9 04100 Latina.

The final ranking will be published on the Faculty site at: http://web.uniroma1.it/cersites

ART. 7.2 GRANT ACCEPTANCE

Ten days after the rankings have been published, selected candidates have 7 more days to accept their grants.

Candidates who do not respect this deadline will be excluded.

The final allocation of an Erasmus+ mobility grant requires:

- Submission of requested documents

- Approval of the Learning Agreement

- Signature and upload to the student's personal page of the Financial Agreement between the student and Sapienza, following the directions provided when the mobility grant is assigned.

- Presence in the final ranking does not automatically mean the student will enjoy the mobility period, as this depends on the background check conducted by the Faculty and host university on requirements and pre-requisites.

Please note: the student's mobility is subject to acceptance by the foreign Institution (i.e., academic curriculum, language skills) which may require further certificates or reject the application on the basis of regulations that are not specified in the inter-institutional agreement signed with the partner University.

ART. 7.3 REFUSAL OF THE MOBILITY GRANT AND REPLACEMENT

The acceptance of the mobility grant is a serious commitment by the candidate. Thus, selected candidates are expected to limit refusals, after accepting grants or at the beginning of the mobility period, on account of serious and proven matters of force majeure, which must be communicated in writing and duly justified to allow replacement by the first reserve candidate.

In case of mobility grant refusal, the Faculty Erasmus Office will assign the grant to the next ranked candidate that will be contacted via email and by telephone and invited to accept the grant within two working days or be automatically excluded.

ART. 8 LEARNING AGREEMENT

All students who have accepted their assigned destination must complete an official Learning Agreement (L.A.).

The L.A. is a document that is prepared before departure and defines the academic activities that will be completed abroad (exams, thesis research).

The L.A. must be approved by the Academic Mobility Coordinator (RAM – List available at https://www.uniroma1.it/it/pagina/coordinatori-e-responsabili-accademici-mobilita-internazionale-0) and signed by the student and the host Institution to ensure the recognition of credits taken abroad for successful exams/thesis.

Students must fill out their L.A. on their personal webpage at: https://relint.uniroma1.it/pp2013/login.aspx .

The completion and approval of the Learning Agreement are mandatory and binding to enjoy your mobility period. Failure to do so will cause your exclusion.

ART. 9 ONLINE LINGUISTIC SUPPORT AND EU SURVEY

ART. 9.1 ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ Programme requires **selected candidates to take an on-line language skills assessment, both before and after the mobility period**, if the language used abroad and indicated in the Learning Agreement is one of the following: Bulgarian, Czech, Croatian, Danish, Dutch, English, Finnish, French, Hungarian, German, Greek, Polish, Portuguese, Rumanian, Slovakian, Spanish and Swedish, except students who are assigned a mobility to Switzerland.

On the basis of the result in the assessment test, the student may receive a licence for an on-line preparatory language course to prepare for the mobility period.

Procedures concerning the language test will be communicated directly to the student at the email address provided on the application form.

ART. 9.2 EU SURVEY

At the end of the mobility period, students (with the exception of students assigned a mobility period Switzerland) must complete the EU SURVEY.

Information concerning the procedures to be followed will be sent directly to the email address used by the student on the application form.

ART. 10 RECOGNITION OF ACADEMIC ACTIVITIES

Under the "Rules for Student Mobility and Recognition of Study Periods and Training Abroad" R.D. N. 34218 - 13.05.2015 and in the framework of the EU Erasmus+ Programme, Sapienza students have the opportunity to enjoy a mobility period and have all exams recognised and included in their official transcripts.

ART. 11 PROCEDURES AND LOGISTICS

In order to prepare their curricular project at the host university, students should carefully examine all available information on the university websites before applying. In fact, this information is binding for receiving the mobility grant.

For degree, PhD or Specialisation thesis work, after having consulted the website of the host university, students must agree on the project with their Italian supervisor and Academic Mobility Coordinator, based on the agreement with the partner professor at the host university.

At the end of their courses, Erasmus students must take the planned exams following the programmes and procedures provided for students of the host university. Academic activities will be recognized as indicated by the Faculty and the "Rules for Student Mobility and Recognition of Study Periods and Training Abroad". Credits for exams taken at host universities must be acquired respecting all the rules and regulations of degree programme curricula.

Usually, foreign universities do not provide student housing for Erasmus students. Housing information is available on the websites of partner universities. Students should check any deadlines or specific procedures that must be followed.

Moreover, students must autonomously acquire information regarding:

☐ Health Assistance in the host country, requesting information from their local health office, diplomatic missions or at the following link: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani

• Entrance into the host country, checking for requirements with embassies and consulates (in Italy for non-EU citizens).

Laws regulating the entrance of non-EU students in countries participating in the Erasmus+ Programme are based on the nationality of these students. Student are responsible for promptly obtaining information and all the documents needed to be admitted and allowed to sojourn in the destination country from the relevant diplomatic missions.

The civil responsibility and accident insurance coverage that students enjoy automatically when enrolled at Sapienza is extended with the same procedures for the entire mobility period abroad at the host university: https://www.uniroma1.it/it/node/24654

Students on mobility periods must:

a) autonomously procure their own health and travel insurance for the entire stay abroad, as per the host country's requirements;

b) autonomously acquire information about possible laws regulating admission to the host country, by timely inquiring at the relevant diplomatic missions (embassies and consulates) in Italy.

ART. 12 ACTIVITIES AND GRANTS

Activities and grants provided for in this call are subject to the signature of the Erasmus+ Convention 2019-20 between the Erasmus+ National Agency and Sapienza University of Rome.

Please note: the information contained in this call may undergo changes and/or integrations based on further updates and regulations required by the Erasmus+ National Agency.

ART. 13 CHECKS

As per Art. 71 - DPR 445 - 28/12/2000, the university administration will verify all application information through random checks on any candidature application that poses reasonable doubts on the information provided through self-certifications.

Non-compliance of information, declared or self-certified, constitutes a cause of exclusion/forfeiture.

ART. 14 TREATMENT OF PERSONAL DATA

The treatment of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as current national legislation.

ART. 15 FINAL AUTHORITY

Under Bill N. 241 - 7.8.1990 and subsequent amendments and integrations, in the framework of the exclusive competence of Sapienza University of Rome Polo di Latina the final authority for this procedure is the Erasmus Administrative Coordinator dott.ssa Franca Rieti, E-mail franca.rieti@uniroma1.it Opening hours Tuesday 14.00-16.00 p.m. Thursday 09.00-12.00 a.m. Tel. 0773-476807 room 112 building Ce.R.S.I.Te.S. Viale XXIV Maggio 7/9 04100 Latina.

ART. 16 END OF PROCEDURE

The date by which we expect to conclude and publish the results of the selection process is June 30 2019.

This call is also available in Italian.

In case of conflicting interpretations between the English and Italian versions of this call, the Italian language version must be considered the definitive version.

DATE 24.05.2019	**The Director of Ce.R.S.I.Te.S.**
	Signed by prof. Giuseppe Bonifazi