

AREA
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA
UNIVERSITÀ DI ROMA

Call for applications for mobility grants for studies outside of the EU, within the framework of the bilateral agreements for students of the Faculty of Civil and Industrial Engineering.

**Academic year 2018-2019 (second semester-only for thesis purposes)
Academic year 2019-2020**

The call for applications is available online at:

<http://www.ing.uniroma1.it/en/bandi> - Student international mobility

The call for applications and the results of the selection procedure are available at:

<http://www.ing.uniroma1.it/en/bandi> - Student international mobility

Deadlines for submitting the application:

1. 30th of April 2019 at 12pm
2. 31st of May 2019 at 12pm
3. 30th of June 2019 at 12pm

ATTENTION: 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.



Summary

ART. 1 – GENERAL INFORMATION	3
ART. 1.1 - OBJECTIVES.....	3
ART. 1.2 – PARTICIPATING COUNTRIES.....	4
ART. 2 - REQUIREMENTS AND PROCEDURES TO SUBMIT THE APPLICATION.....	4
ART. 2.1 – GENERAL ELIGIBILITY REQUIREMENTS	4
ART. 2.2 – INCOMPATIBILITY	5
ART. 2.3 – REQUIREMENTS	5
ART. 2.3.1 ACADEMIC REQUIREMENTS	5
ART. 2.3.2 LANGUAGE REQUIREMENTS.....	5
ART. 3 – GRANTS AND ECONOMIC BENEFITS	5
ART. 3.3 – TAXATION OF THE GRANT	6
ART. 4 – AVAILABLE INSTITUTIONS AND NUMBER OF EXCHANGES.....	6
ART. 5 – APPLICATION.....	7
ART. 5.1 – DEADLINE AND PRESENTATION.....	7
ART. 5.2 – DOCUMENTS THAT MUST BE SUBMITTED.....	7
ART. 5.3 - VERIFICATION	8
ART. 6 – RANKINGS	9
ART. 6.1 – RANKING MERIT CRITERIA	9
ART. 7 – ACCEPTANCE OF THE MOBILITY.....	9
ART. 7.1 – WITHDRAWALS AND ENTRIES	10
ART. 7.2 - LEARNING AGREEMENT.....	10
ART . 8 – RECOGNITION	11
ART. 9 - LOGISTIC AND ORGANIZATION PROCEDURES FOR THE MOBILITY PERIOD	11
ART. 10 - MUTUAL OBLIGATIONS OF STUDENTS AND HOST UNIVERSITIES.....	11
ART. 10.1 - GRANT RETURN	11
ART. 11 - PROCESSING OF PERSONAL DATA.....	12
ART. 12 - STAFF RESPONSIBLE FOR THE PROCEDURE.....	12



EXTRA-UE MOBILITY GRANTS

Call for applications for studies for students of the Civil and Industrial Engineering Faculty Academic year 2018-2019 (2nd semester) Academic year 2019-2020

ART. 1 – GENERAL INFORMATION

ART. 1.1 - OBJECTIVES

The main purpose of the non-EU mobility grants is to enable students to carry out part of their Study Programme at a foreign University abroad, replacing the educational activities foreseen by their study plan with educational activities of the Host University (which must be compatible in terms of workload and educational objectives of their Degree Programme) or to undertake research activities for their thesis¹. Students participating in this exchange program have the opportunity of having the exams they sat at foreign universities recognized by their Faculty (grades and credits).

The student undergoing a mobility receives a grant and has the possibility of attending courses and of taking advantage of the available facilities of the host Institution without having to pay any additional enrolment fees (although some foreign university may ask for participation fees). He/she will have the activities he/she undertook abroad fully recognized (if passed), as long as they have been included in the Learning Agreement / Change form.

The full recognition of the activities carried out abroad by the students is one of the key commitments that have been made by Sapienza University of Rome through the approval of the "Regulations for student mobility and the recognition of studies and training abroad" (DR official register. N. 34218 of 13.05.2015).

During their mobility students must be enrolled at Sapienza University and will be able to achieve their qualification (Bachelors Degree or Masters Degree / Specialization Programme) only after having completed their study period abroad.

The scholarship that are awarded through this call for applications represent a reimbursement for part of the costs that the winning candidates will face when living abroad. The students will have to pay all of the costs, including visa, travel, food and

¹ 1. Since Sapienza University already provides grants for students who wish to undertake their thesis research abroad, the International Office, while still allowing candidates who wish to carry out their thesis research abroad to participate in this specific call for applications, gives priority to the projects of candidates that wish to attend courses and sit exams at the host university. 2. Students who are awarded scholarships for non-EU countries are required to pay their enrolment fees only at Sapienza University of Rome. However Sapienza University is not responsible for any participation fees imposed by the host universities to students that are on mobility.



accommodation, and any other fees imposed by the host university to participate in international programs, as well as possible insurance for medical expenses.

ART. 1.2 – PARTICIPATING COUNTRIES

This is the list of the countries where students may go:

- America: United States, Brazil, Peru
- Asia: Lebanon, China, Japan
- Europe: Montenegro
- Oceania: Australia

Other destinations may be added to this list if the University signs other agreements before the deadline of this call for applications (see art. 4).

ART. 2 - REQUIREMENTS AND PROCEDURES TO SUBMIT THE APPLICATION

ART. 2.1 – GENERAL ELIGIBILITY REQUIREMENTS

To participate in the call students must:

- Be enrolled (even as part-time students) to a Bachelors Degree, a Masters Degree, a 5 year single-cycle Degree or a PhD of the Faculty of Civil and Industrial Engineering of Sapienza University;
- be in good standing with the payment of the university fees;
- not reside the country in which he/she intends to carry out the mobility;
- Stay a student until the end of the study period abroad and not achieve the qualification before obtaining the recognition of the educational activities carried out at the foreign University by the Academic Supervisors for International Mobility (RAM); PhD students must complete their mobility by the end of the legal duration of their PhD Programme;
- not benefit at the same time from other Sapienza grants paid to undertake other international exchanges or stays abroad (students can participate in more than one call per academic year if the exchanges are compatible, but the period of studies must be different. This scholarship cannot be combined with the grants provided by the "scholarship for thesis abroad" program;
- have at least an elementary knowledge of the English language or of the official language of the chosen destination. (see art. 2.3.2)

Note that:

✓ Students enrolled in 1st-cycle Degrees

- students enrolled during the academic year 2018/2019 in the third year of the Programme or students that are behind-in their-studies who plan to graduate by the end of the academic year 2018/2019 can apply to go abroad during the first year of their Masters Degree (2nd cycle), provided that they undertake the mobility exclusively during the second semester of the academic year 2019/2020. These students, who will apply under the same conditions of the other students, must be enrolled in a Masters Degree Programme during the 2019-2020 academic year before their departure.



- students who, at the time of application process, are enrolled in the third year of a Degree Programme cannot apply if they plan to graduate before the period established for their mobility.
- ✓ **Students enrolled in 2nd cycle-Degree Programmes**
students enrolled in the second year of a Masters Degree or students that are behind-in-their-studies cannot apply if they plan to graduate before the period established for their mobility.
- ✓ **PhD students**
- students enrolled in a research PhD programme will be able to benefit from the grant only if they do not have a scholarship.

ART. 2.2 – INCOMPATIBILITY

Students who have previously benefited from a non-EU mobility grant cannot be awarded a second grant through the same exchange programme funds, unless they are enrolled in another study-cycle.

ART. 2.3 – REQUIREMENTS

ART. 2.3.1 ACADEMIC REQUIREMENTS

The grants are intended exclusively for first and second cycle students enrolled in the Faculty of Civil and Industrial Engineering and for students enrolled in interfaculty Programmes (when the responsible Faculty for the Programme is the Faculty of Civil and Industrial Engineering). The grants are also intended for students enrolled in one of the PhD Programmes of the Civil and Industrial Engineering Faculty. Some of the listed Institutions only accept students who are enrolled in a Masters Degree or a PhD. Please consult Annex 2 of the call for applications to check the availabilities.

ART. 2.3.2 LANGUAGE REQUIREMENTS

Candidates must possess the language level required by the host Institution/s in which they are interested, which is indicated in the list of Institutions provided during the application procedure. It is the candidate's responsibility to check on the site of the Institution whether there is any further information or any requirements that must be fulfilled regarding language knowledge.

Candidates who wish to undertake a mobility at an American or an Australian University must already possess a TOEFL or a IELTS certification- This certificate must have been awarded with a grade that is at least the minimum grade required by the host Institution.

In any case, the student is always responsible for achieving the language requirements requested by the host institutions.

ART. 3 – GRANTS AND ECONOMIC BENEFITS

ART. 3.1 GRANT AMOUNTS



The grant amount is of € 700 per month for a mobility of 90 days (3 months) at the partner institution.

For a mobility that is longer than 3 months the entire monthly contribution is recognized starting from the 16th day since the start of the mobility, for each additional month.

If a mobility lasts for 2 consecutive semesters, the duration of the mobility must be longer than 9 months. No contributions will be paid for 7, 8 and 9 month mobility.

The permitted exchanges and the grants are the following:

Mobility period	Grants
3 months	2100€
4 months	2800€
5 months	3500€
6 months	4200€
9 months and 16 days/10 months	7000€
11 months	7700€
12 months	8400€

Students may benefit from the grant only once per study-cycle and the grant cannot be combined with other grants.

ART. 3.2 PAYMENT OF THE GRANTS AND INSURANCE

The grant is paid in 2 instalments.

The first one, corresponds to 70% of the total amount, and is paid within 60 days from the signing of the contract. The second one is paid when the student returns, so to reimburse the student for the actual duration of his/her mobility.

The settlement will be paid only if the documentation requested and indicated in the contract is entirely submitted by the student by the deadline established by the contract.

The University covers the student's also during the period in which they are abroad for their civil responsibilities and for any accidents that may occur while they are performing their academic activities.

The winners of the grant will have to look up any information related to the healthcare systems abroad by themselves and deal with the procedures independently.

ART. 3.3 – TAXATION OF THE GRANT

According to art. 1, paragraph 50 of Law no. 208 of the 28th of December 2015, the grants for international mobility periods are subject to the exemptions indicated in art. 1, paragraph 3 of Decree Law no. 105 of 9 May 2003, with amendments made through law n.170 of 11th of July 2003 (unless there will be any further regulatory amendments).

ART. 4 – AVAILABLE INSTITUTIONS AND NUMBER OF EXCHANGES

Students can select up to 3 Institutions from those indicated in Annex 2.

The list of available institutions may be changed even after the call for applications if the partner University announces that it has changed the admission requirements or



the number of available exchanges. **Other Institutions may be added to the list if further agreements are signed before the last deadline established by this call for applications (art. 5.1).** If so, the new Institutions will be added to the list of the Annex 2 file. These changes will be published on the Sapienza University of Rome Transparency website and properly advertised through the website and through the Faculty's social media channels.

If more than one Institution accepts the student's candidacy, he/she will be appointed the Institution he/she indicated as his/her preference. Therefore students must carefully indicate their list of preferences when drafting their the application, since it will be a binding criteria.

Please note that it will not be possible for the student to go on mobility during the first semester if he/she fails to meet the registration deadline at the host University.

ART. 4.1 – LEARNING AGREEMENT

In order to properly draft the learning agreement candidates must consult, before submitting the application, the information available on the websites of the universities listed in Annex 2. Students must independently check the academic programmes proposed by the host Institutions for the period in which they intend to study there:

When choosing the Institutions from the list students must pay attention to the language level required by the host institution in order to be able attend the courses they are interested in (see art. 2.3.2).

In any case, the scholarships will be granted only if the application is accepted by the host institution.

ART. 5 – APPLICATION

ART. 5.1 – DEADLINE AND PRESENTATION

To participate in the call the Applications, signed in accordance with the D.P.R. 445/2000, the facsimile indicated as Attachment 1 must be signed, scanned and sent via e-mail to the following address: ingici-international@uniroma1.it and by the:

- 1. 30th of April 2019 at 12pm (1st deadline)**
- 2. 31st of May 2019 at 12pm (2nd deadline)**
- 3. 30th of June 2019 at 12pm (3rd deadline)**

The documentation may also be handed in a sealed envelope to the:
Internationalization Office (Cloister of Via Eudossiana, 18) – Mrs. Sofia Traversari -
only on: Monday (h 9:00 am – 1:00 pm) and Thursdays (h 2:00 pm 4:00 pm).
Applications submitted outside of the indicated days and times will not be accepted.

ART. 5.2 – DOCUMENTS THAT MUST BE SUBMITTED

The applications of the candidates must contain the following statements:

- ✓ Surname, name, date, place of birth, matriculation number and e-mail address



- (candidates are requested to keep the office informed of any possible regarding their email address);
- ✓ the address to which the communications must be sent to;
 - ✓ the tax cod;
 - ✓ If they are part-time students and how many credits a year they agreed to achieve with the University;
 - ✓ if they possess the requirements indicate in art. 2.3;
 - ✓ If they are in good statement with their fees, contributions, arrears or any late payments for the academic year 2017-2018 and 2018/2019 for departures during the academic year 2019/2020 and during the period in which they will be abroad;

and the following **attachments**:

- Self-declaration in lieu of a certification, drafted in accordance with D.P.R. . 445 of the year 2000, of the exams / grades / credits achieved during the three-year Degree and/or Masters Degree/Specialization Programme;
- For candidates who will take courses and exams at the host university, a general exam plan (following the Learning Agreement model - attached to this call for applications), which must be inline with the curriculum they attend at Sapienza University. This plan must be approved and signed by the Academic Supervisor for International Mobility of their Study Programme (any changes made to the study plan must be accepted first of all by the reference professor);
- For candidates who will carry out research activities for their thesis and for PhD students, a brief summary of the research project, accompanied by a letter from their supervisor or tutor stating that the assignment of the thesis has been made and that the research project has been approved;
- An up-to-date Europass CV (that may be downloaded using the following link: <https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>)
- A photocopy of a valid passport.

Applications received after the last deadline indicated in this call for applications will not be considered valid.

Also, applications with incomplete or false information will not be taken into consideration.

ART. 5.3 - VERIFICATION

Please note that, according to Article 71 of the Presidential Decree 445 of the 28th of December 2000, the University verifies the truthfulness of the self-declarations according to the current regulations and the incompatibility of the mobility grants if combined with other contributions provided through Sapienza funds for international exchanges or stays abroad

If false information has been declared to win the mobility grants to go abroad, the grant will be revoked. If the student has already been given part of the grant, the sums already paid will be revoked. Students may also have to face criminal liability for false declarations.



ART. 6 – RANKINGS

ART. 6.1 – RANKING MERIT CRITERIA

Applications received within the deadlines and in accordance with the conditions established by this call for applications will be evaluated within 15 days from each of the three deadlines indicated in art. 5.1.

The Commission appointed by the Dean, which is the same one for the three deadlines, will proceed to draft the rankings based on the following merit criteria:

- relevance and quality of the exam program or of the research project or thesis research proposed by the candidate and their motivation;
- academic career (number of exams taken and credits achieved- credits and language knowledge achieved before submitting the application for the grant will be considered valid for the ranking purposes) in relation to the selected institutions.

For candidates who wish to undertake a mobility at universities that require an advanced knowledge of English (for example universities in the United States, Canada, Australia, Japan, Hong Kong, etc.) students must already have achieved a TOEFL or a IELTS certification with at least the minimum grade required by the partner Institution.

On the basis of the aforementioned criteria, the Commission will draft, for each deadline, a provisional ranking of the suitable candidates, which will be published on the following website: <http://www.ing.uniroma1.it/bandi> - International student mobility.

The ranking will be considered official if no requests for a revision is presented after 3 full and consecutive days from the date of publication of the ranking.

The suitable candidates will be invited by the International Office to sign a document stating their willingness to accept the grant for their selected institution. If during the allocation of the destinations students with the same score have chosen the same Institution, the students who has never benefitted from a non-EU mobility for study purposes will be prioritized.

ART. 7 – ACCEPTANCE OF THE MOBILITY

The report of the Review Commission that indicates the results of the selection will be sent to the International Office, that will contact via email the winners to invite them to sign the grant acceptance contract. If a student does not sign the contract, he/she will lose his/her right to the grant. This formal acceptance involves the commitment of the winning candidate to undertake the mobility abroad and respect the schedule and the study program defined through the Learning Agreement module, which specifies the courses he/she must attend, or his/her thesis project.

When signing the contract at the International Office the winners, who will attend courses and take exams at the Institutions indicated in the call for applications, must submit a copy of the Learning Agreement indicating the exams that they intend to take abroad and the credits that will be recognized once they return from the mobility. The Learning Agreement must be already approved and signed by the Academic Supervisor for International Mobility (RAM) through an IT system. The online Learning



Agreement must also be drafted for thesis research purposes. In this case it must indicate the number of credits assigned for the activities carried out abroad. Any changes made after the approval of the study plan must be previously accepted by the reference professor.

The final assignment of the grant and signing the contract with the International Area depend on the official acceptance of the candidate by the host Institution. The International Office will proceed to ask the selected candidates to sign the contract only if the host University sends them a formal acceptance letter or another document certifying that the student has been accepted for at least 3 months (90 days) .

*Starting from the academic year 2019-2020, according to directives of MIUR (Ministry of Education, University and Research), the students who have won a grant but did not declare their ISEE (income) when enrolling for the academic year 2018-2019, must contact by themselves their withholding agent (if he/she provides tax assistance), or an authorize centre for tax assistance (CAF) through the INPS website (<http://servizi2.inps.it/servizi/lseeriforma/home.aspx>) or contact another qualified person (accountant, labor consultant, etc.) to have their "Right to University Education" calculated. Students must then indicate the results of this calculation on Infostud in order to be able to benefit from the mobility grants. Sapienza must acquire the ISEE data directly from the Infostud platform at least 60 days before the student's departure. **If the selected student does not indicate his/her ISEE on Infostud, he/she will not be able to benefit from the grant.***

ART. 7.1 – WITHDRAWALS AND ENTRIES

Accepting a non-EU student mobility grant is a serious commitment made by the candidate. The winners are invited to only withdraw for serious and proven reasons due to force majeure, which must be promptly communicated in writing to the following email address: ingici-international@uniroma1.it so that the Office is able to invite the first placed candidate from the reserve list to take his/her place, and to have enough time to organize the mobility.

Candidates who fail to communicate their withdrawal or who do so very late and after having accepted the contribution will be asked to return the amount of the contribution that they have already received.

Candidates who are awarded a mobility grant for a non-EU country that also win an Erasmus grant to undertake a mobility during the same period must inform the International Offices which grant they intend to accept. If they do not do so, they will be excluded from both.

In case of a withdrawal the International Office (after having received a confirmation from the professor responsible for the agreement or from the Academic Coordinator for International Mobility – CAM), will proceed to assign the mobility grant to the next ranked student who will be contacted via email and who must to reply within 3 working days to benefit from this opportunity.

ART. 7.2 - LEARNING AGREEMENT

All of the students who have officially accepted the assigned institution are required to draft their official study plan (Learning agreement - LA).



The LA is a document that is drafted before the students' departure and that establishes the educational activities that students may carry out abroad (exams, research, thesis). The LA must be approved by the Academic Supervisor for International Mobility (The list of supervisors is available here: <http://www.ing.uniroma1.it/internazionale/scegliere-inging-civile-e-industriale>) or by the thesis supervisor or by the PhD tutor.

The LA must be signed by the student and the receiving institution in order to make sure that the credits achieved by the student after passing the exams / thesis-related activities abroad are recognized.

After being awarded and having accepted the grant the student must draft his/her LA on his/her personal webpage at the following address: https://relint.uniroma1.it/pp2013/login.aspx?tipo_utenza=accordi_bilaterali

To undertake the mobility the definition and the approval of the LA by the Academic Supervisor for International Mobility or by the thesis supervisor or the PhD tutor is mandatory and binding. If not, students will not be allowed to undertake the mobility.

ART . 8 – RECOGNITION

According to the "Regulations for student mobility exchanges and the recognition of study and training periods abroad" (DR Official register. N. 34218 of 13.05.2015) and more specifically non-EU mobility programs, Sapienza students have the opportunity of taking advantage of a mobility scheme. The activities carried out during the mobility are recognized and are part of the students academic career.

ART. 9 - LOGISTIC AND ORGANIZATION PROCEDURES FOR THE MOBILITY PERIOD

Successful candidates must draft the application form for international exchanges independently, which is available on the website of the host Universities.

All of the grant winners must also prepare all of the documentation and permits that are required for their departure and by the host country (passport, visa, invitation letter or statement from the host university, accommodation, etc.). Students on mobility are required to independently make sure that they have an adequate medical coverage during their stay abroad and a travel insurance, according to the regulations of the host country.

ART. 10 - MUTUAL OBLIGATIONS OF STUDENTS AND HOST UNIVERSITIES

The winners of the grants to go to the host universities are required to respect the rules of the host university. At the end of the classes they will have to take the exams according to the programs and the procedures of the host University. The educational activities (in terms of achieved grades and credits) are automatically recognized when the students submit their documentation. Nevertheless, this documentation must correspond to the documentation that has been approved by the Sapienza Degree Programme Committee when the student signed the Learning Agreement with the Academic Supervisor for International Mobility.

ART. 10.1 - GRANT RETURN



Students who have not completed the planned learning agreement or who have finished their mobility before 90 days (minimum period allowed), may have to return their grant. Their stay will be demonstrated by the certificate of arrival and attendance.

ART. 11 - PROCESSING OF PERSONAL DATA

The processing of the personal data provided by the students through the application forms for the call for applications is governed by the new European Regulation n. 679 of 27.4.2016 - GDPR (General Data Protection Regulation), as well as by the current the national legislation in force.

This data will be processed exclusively for the institutional purposes of the University and, in particular, to fulfil the procedures related to this call for applications.

ART. 12 - STAFF RESPONSIBLE FOR THE PROCEDURE

According to the Law of the 7th of August 1990, No. 241, the person who is in charge of the procedure, in terms of the information about the procedures related exclusively to Sapienza University of Rome, is Mrs. Sofia Traversari sofia.traversari@uniroma1.it - International Office (Cloister of the Via Eudossiana 18 campus).

The call is published in the Call for applications section - International student mobility - of the website of the Faculty and on the Transparency Portal of Sapienza University of Rome: <http://www.ing.uniroma1.it/bandi>.

signed by The Dean of the Civil and Industrial Engineering Faculty
Professor Antonio D'Andrea

March 25th, 2019

DATE OF PUBLICATION : March 25th, 2019

DEALINES: 30th of April 2019 at 12pm, 31st of May 2019 at 12pm, 30th of June 2019 at 12pm

For further information regarding the **academic aspects related to mobility**, students are invited to contact the scientific promoter of the bilateral agreement (if specified) or the Academic Coordinator for International Mobility - Professor Andrea Cappelli andrea.cappelli@uniroma1.it - (unless specified differently).

For details regarding **the provision of grants**, please contact the International Office (ARI-Teaching Internationalization Sector and European Programs) - Head of the Department: gaziella.gaglione@uniroma1.it - Staff: martina.vizzani@uniroma1.it