Faculty of Arts and Humanities
ERASMUS+ PROGRAMME
Student Mobility Selection Call for Study
Academic Year 2018/2019

Call and On-line Application: https://relint.uniroma1.it/candidatura/login.aspx
Deadline for On-line Application: March 7, 2019 - 2.00 pm (Italian time).
Call and Results of the Selection Procedure:
https://web.uniroma1.it/trasparenza

Act N. 32/2019
Prot. n. 154 del 04/02/2019
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 to study abroad up to a maximum of 12 months for 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 obtain the “Erasmus Student” status that comes with rights and duties, as 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 to local students). All activities conducted abroad (with a positive outcome) will be fully recognized as long as they are 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 the Academic Year 2019-20, students may participate in the Erasmus+ Programme for Study at universities in the European Union member states and other participating countries (Programme Countries).

The full list of possible destination countries is listed below:

- **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 meet all the requirements described in this call (see Art. 2. Requirements and Application Procedures, Language Requirements, Selection Procedures and Incompatibility).
ART. 1.4 STRUCTURED MOBILITY FOR A DOUBLE DEGREE

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 carried out abroad, as well as the number of available places.

- LM Filosofia e storia della filosofia - Friedrich Schiller Universität Jena
- LM Scienze della traduzione – Bielefeld Universität
- LM Filologia moderna - Paris-Sorbonne Universität
- LM Storia medievale e moderna - Université de Provence Aix Marseille I
- LM Discipline demo-etro antropologiche - University of Sofia "St Kliment Ohridski"

Article 4 provides a detailed list of all the degree programmes and destinations that include agreements for double degrees, along with participation requisites.

ART. 2 REQUIREMENTS AND APPLICATION PROCEDURE

ART. 2.1 GENERAL ADMISSION REQUIREMENTS

In order to apply for this call:

1. Students must be enrolled (including part-time students) at Sapienza for the Academic Year 2018-19 in a Bachelor, Master, Single-cycle or PhD degree programme, or Specialization Schools, regardless of 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 the 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 have completed their enrolment at Sapienza University for the Academic Year 2019-20 by the established deadlines (further information available at: 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 the Academic Year 2018-19, who expect to graduate by the end of the academic year, may apply for a mobility period for the first year of their Masters Degree (second cycle). However, the mobility period must take place in the second semester of the Academic Year 2019-20. Before leaving, the students selected under these conditions must be enrolled in a Masters Programme for the Academic Year 2019-20. Moreover, under any circumstances may these students enjoy their mobility period during the first semester, even if approved by the host university. Students who apply for mobility periods which longer than one semester will not receive any additional grant.

5. Students on mobility programmes may not graduate before the end of their period of their study abroad and before the recognition of the academic activities completed 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 for 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 one-cycle degrees the maximum is 24 months.

1. Students applying for 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

Eligible candidates for this call must satisfy the following academic requisites:

1. For first-cycle degree courses (LT), second-cycle degree courses (LM and former LS): the number of CFU must be no less than 1/5 of those that can be acquired by the candidates by the deadline of the call or must be at least 6.

2. For graduate schools, students must have acquired at least 5 credits by July 31st, 2019.

All credits acquired as of the application submission which are 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 “Application”).

ART. 2.3.2 LANGUAGE REQUIREMENTS


If the application is successful, then the student will have to provide proof of his/her own minimum language level (or the one required by the host university) either by means of a language certificate (IELTS, DELF, PLE, etc.) or by taking a test at 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 the aforementioned certificates, he/she will have to provide a self-certification for his/her 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 Sapienza Language Centre – Centro Linguistico di Ateneo after the call has been closed. The test results will be used to determine the student’s final ranking.
Students can take tests for a maximum of two languages and no more than once for each language. Students can choose which language test to take for the host universities in countries that accept two languages. This is without prejudice to the fact that the candidate in possession of a suitable linguistic assessment regarding the main language of instruction or "first language of instruction" of the place/s of interest will be privileged (The assessment of the "Second language of instruction" will only be accepted in case there are no other candidates with "first language of instruction" for relevant place of study). Students must register on-line for tests at Sapienza Language Centre – Centro Linguistico di Ateneo. The link will be provided only to students who must take the test.

If the test score is inferior to the minimum level required by the host university, the candidate will not be considered eligible. Students may not take the test again.

Please Note: self-certifications must declare and reflect the real 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 higher than the level required by the call selection process, but inferior to the minimum level required by the host university, the student will have to attend a language course at Sapienza Language Centre – Centro Linguistico di Ateneo in order to reach the required language skills. In any case, the student is responsible for reaching the language level required by the host university before the departure.

An example: most Dutch universities require a TOEFL Certificate, whereas British universities require an IELTS Certificate. Erasmus+ students must provide these certificates together with the other documents required by these universities before the departure. Students who are assigned a mobility period at one of these universities must possess the above-mentioned certificates within the deadlines indicated by the foreign universities.

ART. 2.3.3 EXEMPTION FROM LANGUAGE TESTS

Students who meet 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 (CEFR) and integrated by a language certificate for the Portuguese language (Attachment 3).
- Students enrolled in degree programmes held in English. These students will have to present a valid certificate (or take the test) if they apply for a university that does not require English as the language.
- Students enrolled only in degree courses in Languages, who have taken language exams (see table of correspondence with linguistic levels at the link http://www.lettere.uniroma1.it/sites/default/files/allegati/Corr.%20CEFR_0.pdf).
- Students who have completed their maturity at an international school with the issue of a level certificate. These students must, however, submit appropriate certification (or support their language assessment) if they intend to submit their application for an institution that provides a language other than the official language of the international school and will have to support the assessment of their level if different from the one required by the Partner Institution.

ART. 2.3.4 OTHER REQUISITES

- This announcement is open to students enrolled in the following inter-faculty courses, exclusively for the disciplines of the educational offer at the Faculty of Arts and Humanities:
  - First-cycle Degree Course in “Fashion and Costume Sciences”
  - Master’s Degree Course in “Sciences of Fashion”
- First-cycle Degree in "Geographical Sciences for Environment and Health
- This call for applications is not open to students enrolled in other faculties.
- This call for applications is open to students enrolled in one of the PhD courses at the Departments of the Faculty of Literature and Philosophy.
- This announcement is open to students enrolled in one of the Specialization Schools belonging to the Departments of the Faculty of Arts and Humanities.
- For those enrolled in a PhD programme or a Postgraduate School, the Authorization of the PhD / Master or Director of the School of Specialization is required.
- The mobility and recognition of credits related to the activities carried out in Erasmus must take place before the discussion of the thesis and the conclusion of the course of study attended.
- Students who intend to carry out research activities for the thesis must indicate their research topic and obtain the approval of the Italian supervisor along with the indication of the foreign co-supervisor.

**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 the 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 a 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 any funding, they may receive an “Erasmus-Zero-EU-Grant” status that will allow them to enjoy the benefits of the mobility period, without receiving a EU grant.
All Erasmus+ grants are however subject to the approval of Erasmus activities/funding as proposed by Sapienza for the Academic Year 2019-20 and 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 the academic year 2018-2019). Both forms of additional funding are only allocated to those students who during the mobility period are no longer than one year “fuori corso.”

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

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<tr>
<th>ISEE Beneficiary</th>
<th>Grant/Month</th>
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<tr>
<td>ISEE &lt; 13.000</td>
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<td>€ 850-800,00</td>
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<td>21.000 - 26.000</td>
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<td>ISEE &gt; 50.000</td>
<td>€ 500-450,00</td>
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</table>

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 they are assigned a mobility period.

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

ART. 3.5 GRANTS FOR MOBILITY TO SWITZERLAND

The grant for the 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)
<table>
<thead>
<tr>
<th>ISEE Beneficiary</th>
<th>Grant/Month</th>
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<td>ISEE &gt; 50.000</td>
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ART. 3.6 ISEE FOR UNIVERSITY WELFARE SERVICES

In order to benefit from the above mentioned grants, students who did not declare their ISEE at the time of enrolment for the academic year 2018-2019 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 > 50.000 grant bracket ISEE 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 or partner universities regulating the programme.

Therefore, we advise students to 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). The student can apply for a minimum of 1 to a maximum of 2 destinations: a first choice and a second choice.

We will proceed to draw up a list of merit based on the first choice. The vacant seats (seats) not allocated will be subject to a further ranking of merit, which will exclusively concern the second choices of the only reserve candidates.

In the choice of Partner Institutions students will have to take into account the consistency between the study programme that is to be carried out at the foreign University and the study area of the advertised institution. In this regard, we inform you that the forms called “Learning Agreement” and “Change Form”, to be prepared respectively before the departure and during the Erasmus period, must categorically contain at least 12 credits in the study area of the assigned institution.

Students can select a minimum of 1 to a maximum of 2 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)

**Department of Philosophy**

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<th>Available places</th>
<th>Durat ion</th>
<th>Level</th>
<th>Language Level 1st language of instruction</th>
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**Notes:**

- B1: Beginning
- B2: Intermediate
- B3: Upper Intermediate
- I: Intermediate
- C1: Upper Intermediate
- C2: Advanced
- MA: Master's
- BA: Bachelor's
- English: English
- French: French
- Greek: Greek
- Norwegian: Norwegian
- Dutch: Dutch
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UK DHURAM01 Prof. Emidio Spinelli notes: For the specific and particular ways of using this agreement it is necessary to speak in advance with the manager, prof. Emidio Spinelli.
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| ES | CASTELLON | UNIVERSIDAD DE JAIME I (UJI) | TOMASSETTI | ISABELLA | 023 | Languages | SPAIN | 2 | 6 | 1 | Spanish B1 | - |
| ES | SEVILLA01 | UNIVERSIDAD DE SEVILLA | TEDESCHI | STEFANO | 023 | Languages (Grado en filologia hispanica) | SPAIN | 3 | 9 | 1 | Spanish B1 | - |
| ES | TENERIFE01 | UNIVERSIDAD DE LA LAGUNA | TEDESCHI | STEFANO | 023 | Languages (Languages (Foreign languages)) | SPAIN | 3 | 10 | 1 | Spanish B1 | - |</p>
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Department of History, Anthropology, Religion, Arts and Performing Arts

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<td>VALENZA</td>
<td>PIERLUIGI</td>
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D JENA01 Prof. Pierluigi Valenza notes: The places available for D JENA01 are reserved primarily for students who apply for the double degree course in "German Idealism / Deutscher Idealismus".

**Department of European, American and Intercultural Studies**
Department of Modern Letters and Cultures

F PARIS468 - CO-DIPLOMA (DOUBLE DEGREE)
The Faculty reserves 15 places provided for by the Erasmus convention F PARIS468 prof.ssa Silvia Tatti to students taking part in the Italo-French Co-Diploma at the Université de Paris - Sorbonne, on condition that the above students earn 24 credits / cfu by 15 July 2019. These students will have to confirm the data entered online according to the instructions in art. 6.2. Students are also required to deliver, no later than July 15, 2019, their exam certificate proving the achievement of merit requirements (24 credits ects / cfu) for the allocation of places.

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Department of Anthropology Religions Arts and Performing Arts

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**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 programmes and course-related information, students should contact ……………… (AGGIUNGERE: es. il proponente dell’accordo indicato in corrispondenza della sede all’art.4.)
ART. 6 APPLICATION

ART. 6.1 DEADLINES AND SUBMISSION

The deadline for the submission of the on-line application form is **March 7, 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 March 7, 2019 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](https://relint.uniroma1.it/candidatura/login.aspx).

For any technical issues, please contact the Help Desk form available at: [https://relint.uniroma1.it/candidatura/sendmail.aspx](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 for communications, even after the call deadline.

Once the application has been completed, each candidate will receive a report of all the data submitted on his/her university email address. Hence, 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:

- Erasmus Administrative Manager Ms. Claudia Magnoni tel. 06 49913897 - email claudia.magnoni@uniroma1.it, Lettere e Filosofia Building, first floor, right wing (beside the geography library) - reception hours: Monday and Tuesday from 10.00 am to 12.00 am - Wednesday from 2.00 pm to 3.00 pm for destinations (first choice) belonging to the Departments: Sciences of Antiquity and History Anthropology Art;

- Erasmus Administrative Manager Mr. Fabio Giuffrè tel. 06 49255519 – email fabio.giuffre@uniroma1.it, Lettere e Filosofia Building, first floor, right wing (beside the geography library) - reception hours: Monday and Tuesday from 10.00 am to 12.00 am - Wednesday from 2.00 pm to 3.00 pm for destinations (first choice) belonging to the Department of Modern Literature and Culture;

- Erasmus Administrative Manager Dr. Alberto Guerra tel. 06 49913372 - email alberto.guerra@uniroma1.it, Lettere e Filosofia Building, ground floor - reception hours: Monday, Tuesday and Thursday from 10.00 am to 12.00 am - Wednesday from 2.00 pm to 3.00 pm for the destinations (first choice chosen) in the Departments: Italian Institute of Oriental Studies, European, American and Inter-cultural Studies and Philosophy.

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 represent an integral part of the application process:

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

2. **Form with the points allocated to the Training Project**, duly completed and signed by the candidate and / the professor/s of the chosen destinations (downloadable from the site [http://www.lettere.uniroma1.it/didattica/offerta-formativa/erasmus/candidatura](http://www.lettere.uniroma1.it/didattica/offerta-formativa/erasmus/candidatura) - Erasmus, without any cancellation or pen inversion of the chosen locations; **Self-certification of the exams taken** and regularly recorded (reporting for each exam its mark, credits and date) or alternatively screenshots of the Infostud page of the examinations held where there are marks, credits and date;
3. **Language Certificate** (only if required by Art. 2.3.3 “Language Test Exemption”) based on Faculty requirements. *Pertanto potrebbe essere formulato come segue:* if available / Failure to do so will cause your exclusion;

4. Approved study plan, if foreseen by the degree course;

5. Judgment (out of 30) on the validity of the PhD activity given by the Teaching Body (for PhD students only).

**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 (composed of Emidio Spinelli, Giulia Barone, Janja Jerkov, Franca Sinopoli, Alessandro Vanzetti, Claudio Zambianchi, Raffaele Torella, by Erasmus Administrative Managers of the Faculty Fabio Giuffrè, Claudia Magnoni, Alberto Guerra and one student from the Faculty as guarantor of the students’ rights and nominated by professor Stefano Asperti) will evaluate all applications based on the following criteria: *titles*, according to the evaluation criteria established in 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.

Evaluation elements for the selection will be:
• from 18 to 30 points to the ratio expressed in thirtieths of the average of the exams taken (weighted average)
• up to 30 points to the ratio expressed in thirtieths between the credits accrued and those that should have been accrued in the course year according to the following scheme (note A):
  Three-year degree:
  Enrolled in the first year: 15
  Enrolled in the second year: 75
  Enrolled in the third year: 135
  Fuori corso: 180
  Master’s degree:
  Enrolled in the first year: 15
  Enrolled in the second year: 75
  Fuori corso: 120
• from 0 to 30 points for the validity of the training project to be carried out abroad.

N.B. For each year fuoricorso, two points (2) of penalties will be attributed.

For Master’s degrees the following criteria will be used:
• from 18 to 30 points to the ratio expressed in thirtieths of the average of the exams taken (weighted average);  
• up to 30 points to the ratio expressed in thirtieths between the credits accrued and those that should have been accrued compared to the year of the course;  
• from 0 to 30 points for the validity of the training project to be carried out abroad.

The following criteria will be used for doctoral students:
• from 0 to 30 points to the assessment of the validity of the doctoral activity given by the Coordinator of the Doctoral Programme, possibly after consulting the Academic Board;  
• up to 30 points based on the regularity of admissions;  
• from 0 to 30 points for the validity of the training project to be carried out abroad.
In calculating the weighted average, 30 e Lode will be considered as 30.

**note A**
These are valid for the purpose of calculating merit:

- Credits foreseen by the Manifesto of the course of study that instead of the vote in thirtieths are evaluated with “suitable / not suitable”
  - eligibility and exams must be recorded in the Infostud information system. Qualifications and / or exemptions which - in some degree programs - are in itinere non-verbalised tests that contribute to passing an exam, but are not recorded in the information system, cannot be considered valid;
  - credits obtained as validation of exams taken abroad in the context of mobility programmes.

These are not valid for the purpose of calculating merit:

- the credits obtained with the support of extracurricular exams. art. 6 of the R.D. n. 1269/38 (art.42 manifesto of studies a.a. 2017-18);
- the credits obtained with the support of single courses (Article 41 manifesto of the academic year 2017-18);
- the credits obtained as validations for course abbreviations (article 49 poster of studies ay 2017-18).

The minimum score for the ranking is 54/90. Those who score less than 54/90 (54/90 excluded) will not be admitted.

**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. If this is not decisive, the Commission will assign the place available to the younger student with equal merit.

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](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 the Erasmus Faculty Office, edificio Lettere e Filosofia, P.le Aldo Moro n. 5.

The final ranking will be published on the Faculty site at: [https://web.uniroma1.it/trasparenza](https://web.uniroma1.it/trasparenza)

**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:

- 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. Hence, 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.

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 is 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 period 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 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 in Switzerland) must complete their 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 their 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 application that poses reasonable doubts on the information provided through self-certifications.

Non-compliance of information, either 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 by 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 Faculty of Arts and Humanities, the final authority for this procedure is the Erasmus Administrative Coordinator:

- Responsabile Amministrativo Erasmus Sig.ra Claudia Magnoni tel. 06 49913897 – email claudia.magnoni@uniroma1.it, for the destinations related to the Departments: Scienze dell’Antichità e Storia Antropologia Arte Spettacolo;

- Responsabile Amministrativo Erasmus Sig. Fabio Giuffrè tel. 06 49255519 – email fabio.giuffre@uniroma1.it, for the destinations related to the Department: Lettere e Culture Moderne;

- Responsabile Amministrativo Erasmus Dott. Alberto Guerra tel. 06 49913372 – email alberto.guerra@uniroma1.it for the destinations related to the Departments: Istituto Italiano di studi Orientali, Studi Europei, Americani e Inter-culturali e Filosofia.

ART. 16 END OF PROCEDURE
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 one.
DATE 05/02/2019  SIGNED BY professor Stefano Asperti