

ATTACHMENT 1- Call for Application ERASMUS+ a.y. 2018-2019

SCHOOL OF ECONOMICS

SELECTION AND EVALUATION OF THE APPLICATIONS

In accordance with bilateral agreements signed between European Universities and this University for disciplinary areas 031 and 041¹ for the academic year 2018-2019, Erasmus+ scholarships will be available for countries and locations indicated at the following link:

<http://economia.uniroma2.it/international/info-sedi/>

REQUIREMENTS FOR PARTICIPATION

Enrolled students starting from the first year of enrolment or graduating students (bachelor level) and Phd students in the academic year 2017-2018, who will be officially enrolled in a master degree course for the academic year 2018-2019, can apply to this call (application for provisional registration - *domanda cautelativa* – is not admitted).

In order to take advantage of the European Community contribution, the student must:

- not benefit at the same time from the European Community grant for other programs or from actions funded by the European Commission or from a scholarship under other international mobility programs of this University and/or equivalent to those in this University;
- not have reached the maximum number of months of mobility permitted by the Erasmus+ program in his/her cycle of studies (Erasmus+ allows for different periods of mobility per cycle of study, whether it is for study or training period. A total of 12 months of mobility is allowed for each cycle of study, Bachelor's degree programs, Master's degree programs, PhD/postgraduate's programs and a total of 24 months for the one-cycle study program;

Mobility to the student's country of residence is not allowed.

- **Linguistic Knowledge**

In order to apply, the student **must** attach a **certificate** of proficiency in the language(s) of the country of destination or in a language accepted by the host University as "learning language". Each partner University has its own language requirements that the candidate should meet by the expiry of this call.

Carefully consult the list of locations with their language requirements:

<http://economia.uniroma2.it/international/info-sedi/>

Based on these agreements, the Host Institution has the right not to accept the student, even after the award of the scholarship, if deemed unprepared on a linguistic level.

¹ Si veda: <http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf>

Below is the list of the official and recognised certifications:

English:

- TOEFL (Test of English as a Foreign Language)
- ESOL (English for Speakers of Other Languages – University of Cambridge)
- ESOL (English for Speakers of Other Languages – Pitman)
- IELTS (International English Language Testing System – University of Cambridge)
- ISE (Integrated Skills in English – Trinity College London)
- LCCIEB (London Chamber of Commerce & Industry Examinations Board)

French:

- DELF (Diplôme d'études en langue française – Alliance Française)
- DALF (Diplôme approfondit de langue française – Alliance Française)

German:

- ZD (Zertificat Deutsch – Goethe Institut/OSD)
- ZDfB (Zertificat Deutsch für den Beruf – Goethe Institut/OSD)
- ZMP (Zentrale Mittelstufenprüfung – Goethe Institut/OSD)
- ZOP (Zentrale Oberstufenprüfung – Goethe Institut/OSD)

Spanish:

- DELE (Diplomas de Español como Lengua Extranjera)

Those who are not in possession of any certification can attach a certificate or a self-certification² according to what is indicated below:

- certificate from a school nationally and/or internationally recognised attesting the level reached (A1, A2, B1, B2, C1, C2)
- passing a language proficiency test or a qualifying exam held at the home University attesting the level reached (A1, A2, B1, B2, C1, C2)
- self-certification of the language proficiency (English, French, Spanish, Portuguese) earned at the home University which does not attest the level reached for which the Office will assign a B1 level
- copy of the diploma of the *liceo linguistico* for which the Office will assign a B2 level (for two of the languages studied between English/ French/Spanish/German);
- self-certification of a stay abroad certified for at least four months for study or work reasons (eg. *Erasmus+*, *Traineeship*, *Overseas* or other mobility projects) for students enrolled at the University of Rome "Tor Vergata"- for all the other students, an official certificate of participation in one of the mentioned programmes for which the Office will assign a B2 level;
- self-certification of the candidate attesting to be mother tongue for which the Office will assign a C2 level;
- self-certification for students enrolled in degree programs entirely taught in English in this University for which the Office will assign a B2 level (English).

The Committee in charge will assess carefully the language requirements declared by each candidate.

² Self-certification module will be automatically provide in the website during the application form procedure.

For certifications and self-certification, the student will be required to upload those documents when filling out the on-line form.

Any applications submitted without possessing the above requirements will be considered as void.

In case of mendacious self-certification, the candidate will be automatically excluded from the selection.

- **Recognition of exams taken abroad:**

Before departure, the student is compelled to present the Learning Agreement

<http://economia.uniroma2.it/international/modulistica/>

For the completion of this form, the student should ask the Erasmus+ Committee the equivalence authorization on proper forms.

<http://economia.uniroma2.it/international/modulistica/>

Students will be only allowed to take exams of their degree and academic curriculum. Otherwise they will not be recognised by the Departments Board (*Consiglio dei Dipartimenti*) and the Students Secretariat (*Segreteria Studenti*).

The grades obtained for the exams taken abroad will be converted by Erasmus+ Office of the School and approved by the Degree Course Council (*Consiglio del Corso di Laurea*) of students' home University according to the approved conversion table available on the website of the School of Economics³.

- **University tax exemption in the host country:**

University taxes must be paid to the home University. The amount of the scholarship Erasmus+ is disbursable only if the grantee is in compliance with tuition fee payments for the academic year 2018-2019. The grant will not be disbursed to students who only have the status of provisional registration (*iscrizione cautelativa*) for that academic year.

Those who have benefited from the Erasmus+ scholarship during the Bachelor's programme will be able to resubmit their application up to a maximum of 12 months for each cycle of study.

The departure is subject to the legislation of the host country and the acceptance of the University.

- **VISA Release**

³ Look at <http://economia.uniroma2.it/international/tabella-di-conversione/>

Non-European students wishing to participate to the programme, are required to respect the deadlines of the Embassies of their home countries to obtain a Visa for entry into the countries where they intend to undertake the mobility. This should occur without additional responsibilities for the Administration.

DEADLINES AND PROCEDURES OF ASSIGNATION

The application should be filled out on the online form available at the following link: <http://torvergata.llpmanager.it>, by **the 28th February 2018 at 12am o'clock**. Students interested in the program should fill out the on-line form, as soon as possible, at the issue of the Call for Application.

The bachelor and Masters students must scan and attach to the on-line application form the following documents:

- Language certificate for every known language
- Self-certification of the Bachelor's degree final grade for those who graduated at Tor Vergata and a degree certificate for those who graduated from another University, even if it is a foreign one.

PLEASE NOTE: Students, who graduated abroad, are requested to go to the Erasmus+ Office of the School, (Mrs. Simona De Angelis) with the degree certificate and the declaration of value for the conversion of the final grade;

Phd students must scan and attach to the on-line application from the following documents:

- Language certificate for every known language;
- Research proposal;
- Resume.

All the students will also have to include in the on -line form the following information:

- IBAN code;
- Passport or identity card number.

After filling out the application, the latter must be "validated" (closed) by the expiring date, otherwise it will be considered void.

Furthermore, applications in which data will be not truthful, non-compliant or incomplete will be considered as void.

You are invited to double-check your application with the Erasmus+ Office of the School of Economics before validating it and to participate to the informative meeting on "how to submit the application" that will be held on **Thursday, February 15th, 2018 at 12am at the Room TL, Building B, second floor of the School of Economics.**

In filling out the application please proceed with the utmost attention; every application will be carefully checked and assessed.

2) Criteria for the preliminary ranking list:

<http://economia.uniroma2.it/international/bando/>

All the taken exams graded out of 30, with relative credits, recorded by October 31, 2017 can be included. Suitability exams and extra-activities shall be also included.

For students of the Master of Art/Science degree, the grade of the Bachelor's degree will be taken into account and added to any other taken exams that has been recorded during the Master's years by October 31, 2017.

3) After the issue of the call there will be a meeting aimed at providing guidance on the how to fill in the on-line application. A tutor will be put at the disposal of foreign students to help them during the completion of the application.

4) Publication of the provisional ranking list is expected by the end of March 2018.

5) Presentation of host Universities (mid-March): there will be a meeting in which students who have already made Erasmus experiences, in their previous academic years, will present the location they visited to those who will attend the meeting.

6) Publication of the final list and allocation of grants by the end of March 2018. Please note that those who will not be able to be present on the day of grant allocation may be represented by a delegate who will present a signed delegation form with a photocopy of his/her identification document.

7) During the meeting for the allocation of Erasmus+ mobility grants, the student will sign the preliminary grant acceptance form. The date for the signature of the final contract, in presence of the Heads of the Erasmus+ Office, will be notified later on.

8) Approval and validation of the study program:

Before departure, students must have the program of the course they will attend abroad validated by the professor of the subject or by the Coordinator of the Degree Course, who will then sign their validation form⁴. Approval shall be valid only for the year of reference, for all students leaving for the same location. For this purpose we suggest:

- checking the website of partner Universities where the scholarship was granted;
- downloading the programs of the courses that the student would like to attend;
- having them approved by the professors mentioned in the form
- submitting the documents to the Erasmus+ Office of the School of Economics.

In exceptional cases, the request of recognition of exams can also be made during the period of mobility by emailing to the appropriate professor the program of the course in the attachment. Such recognition shall be formalised at the end of the mobility period.

⁴ <http://economia.uniroma2.it/international/modulistica/>

After written request by the applicant, the person in charge of Erasmus+ can evaluate special cases such as mobility for thesis abroad.

For further clarification the ERASMUS+ Office of the School of Economics, is located in building B, ground floor

You can contact Mrs. Susanna Petrini, Coordinator of the ERASMUS+ Office

Or Mrs. Simona De Angelis, Mobility Assistant, at the following:

Tel 0039.06.72595507-5760- 5752

E-mail: petrini@economia.uniroma2.it; simona.de.angelis@uniroma2.it

Office Hours

MONDAY 10am to 1pm

WEDNESDAY 10am- 1pm and 2:30pm to 4pm

THURSDAY 10am to 1pm

Or visit the website:

<http://economia.uniroma2.it/international>

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