



ERASMUS+ Programme*, Key Action 1
Student Mobility for studies and traineeship
CALL FOR APPLICATION

FOR THE ALLOCATION OF INDIVIDUAL MOBILITY GRANT
FOR PURPOSES OF STUDY¹ ABROAD
addressed to students enrolled at the University of Rome
Tor Vergata for the academic year 2017-2018

Programme co-financed by the Italian Ministry of Education, University
and Research (MIUR) and the European Commission.

Conditions provided by this call for application may be modified or be subject to integrations, according to the publication of updates to the European regulations on Erasmus+ Programme 2014-2020.

Payment of individual student mobility grants for study/traineeship abroad - hereafter called the Grant - will be made after disbursement of EU grants by the Erasmus+ INDIRE National Agency

*REGULATION (EU) NO 1288/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing "Erasmus+", the European Union Programme for education, training, youth and sport applying from January 1st, 2014 to December 31, 2020.

¹The Attachments of each School/Department, when provided for by individual Study Courses and Bilateral/Multilateral Agreements, may provide a mixed study/traineeship mobility. Traineeship is a working period abroad during which no exams can be taken.

GENERAL CONDITIONS

ERASMUS+ Programme*, Key Action 1 Student Mobility for study and traineeship, hereafter called the Programme, is developed based on bilateral/multilateral agreements between European Universities, hereafter called Host Universities, and the University of Rome Tor Vergata. By means of bilateral/multilateral agreements, the University offers to its students a very wide range of teachings abroad thus implementing the process of internationalization and, at the same time, greatly expanding the training offer.

Therefore, it is up to the University to organize the mobility in general, to receive and disseminate information from the Commission through the EACEA, to retrieve and to manage funds and to supervise the quality of mobility. Schools/Departments are responsible for the maintenance of long-term agreements established with partner universities abroad, for the drafting of new agreements in order to enrich the educational offer and, last but not least, the selection of candidates.

Based on what above exposed, each School/ Department indicates to the University the members of the Evaluating Commission, consisting of a minimum of three members, two teacher (possibly representative of the programme) and the Erasmus administrative contact person. The Commission is named by the Rector.

After collecting submitted applications, within the deadlines, the Commission arranges to draw up the ranking list by merit, which will be published with possible terms for claims set out.

Subsequently, a meeting will be held in each School/Department to formalise the acceptance of the Grant as indicated in the ranking list of admitted candidates.

The failure by the candidate to show up (or by a delegated person with a signed proxy and a copy of a valid document of both the delegator and the delegate) at the meeting will be considered by law as a renunciation of participation in the Programme.

After the meeting, each School/Department will proceed with the definitive assignation of grants, thus communicating to the Erasmus+ Office of the University the formal acceptances of the admitted students, a list of these admitted students specifying place and duration and a list of admitted students in reserve (non-grantees).

After the selection and the award of the EU Programme grant, the student has to sign an *Agreement for Mobility* with the University, hereafter called *Agreement*. The signature of the *Agreement* will be considered a formal acceptance of the EU Programme Grant. The subject of the *Agreement* is the student mobility. Therefore, the *Agreement* will be effective from the actual mobility of the selected applicant/grantee.

All the students of the University of Rome Tor Vergata either enrolled or graduating in the academic year 2016-2017, proven to be **regularly enrolled** in a course for the academic year 2017-2018, are eligible for the Programme. Each School/Department takes care of the publication of the Attachment of the call for application of the Programme with all the information concerning the places available, applications' deadlines, specific forms, criteria of selection and evaluation and any special conditions (**check School/Department's attachments**).

Filling out the application for this call must be done online through this link:<http://torvergata.llpmanager.it/studenti>

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

* the "Learning Agreement" form for "Studies and Traineeship" is a fundamental document for mobility. It will need to be approved and signed by the Home University, the Host University and the student before departure. The parties (Home University, student and Host University) shall agree in writing on all substantial changes in the activities, the period of mobility and possible extensions. The Forms are available at the following link:
<http://torvergata.llpmanager.it/studenti/modulistica.asp>

DEPARTURES (indicative)

SEPTEMBER (1st SEMESTER)

FEBRUARY (2nd SEMESTER)

Instructions for the Visa

The student will have personally to get information on:

- possible regulations about the entrance in the host country by contacting in due time the competent diplomatic offices (Embassies and Consulates) in Italy,
- health care in the host country. Students have to refer to their Local Health Centre (i.e. ASL) or to diplomatic offices. Laws and regulations on non-EU students' immigration in countries participating in the Programme are related to students' nationality: each student has the responsibility to refer to relevant diplomatic offices in due time, to collect information and obtain documents entitling them to enter and stay in the Host Country.

Instructions for Accommodation

Host Universities generally help students find an accommodation -when possible at a fixed price- in University campuses or halls of residency.

Erasmus+ Office of each School/Department is in charge of communicating to Host Universities the names of grantees per semester.

Information about Host Universities can be asked at the Erasmus+ Office of each School/Department.

ART. 1 – PARTECIPATION REQUIREMENTS

Students or graduating students in the academic year 2016-2017 who are **regularly enrolled** in a course for the academic year 2017-2018 can apply.

To benefit of the European Community grant, the student must:

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

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

LINGUISTIC KNOWLEDGE

It is **strongly recommended** to have a proven knowledge of the language(s) spoken in the country of destination or the language accepted by the host University as "learning language".

In fact, the Programme is developed on the basis of bilateral/multilateral agreements between the Host University and the Home University, which require a specific level of linguistic knowledge (A1, A2, B1, B2, C1, C2).

Based on these agreements, **the Host University has the right not to accept** the student -even after the allocation of the grant- if deemed unprepared on a linguistic level.

The Agreement may provide that the level of linguistic knowledge be certified, which means that it may require a **certification (compulsory)** issued by a qualified Institute or Body.

The agreement may provide that the level of linguistic knowledge is not necessarily certified, which means that it may require a simple **certificate indicating** the level reached (A1, A2, B1, B2, C1, C2) issued by a qualified Institute or Body.

As concerns the language requirements for the selection of candidates, please refer to the attachments of each School.

An important innovation introduced by the Programme, compared to many mobility projects supported in previous European programmes, is that the programme strengthens the support provided to participants undertaking mobility activities to improve their foreign language skills before and during the stay abroad. Since the beginning of 2015, the **European service of linguistic support online (OLS)** gives participants in mobility activities the opportunity to assess their knowledge of the language they will use to study abroad and to take an online language course for free to improve their skills.

Art. 2 – SUBMISSION OF APPLICATIONS

Submission of applications will occur online only, by filling out the form available at the following link <http://torvergata.llpmanager.it/studenti>

The submission form will be available on line starting from January 16, 2017.

The deadline for submitting the form is on February 24, 2017 at 12 o'clock.

PLEASE NOTE that the candidate is entirely responsible for filling out the application form.

At the expiry of the call, applications that do not result "Validated" (completed and closed) online will be considered void, as well as applications containing incorrect or untrue data.

Art. 3 – MOBILITY

If one of the following situations occurs, the student **will not be entitled to EU grants**:

- the student or graduating student is not enrolled in the University of Rome Tor Vergata in a session of the academic year 2017/2018 and he/she is not enrolled or graduating in the academic year 2016/2017;
- the Host University does not authorise activities provided for in the student's Learning Agreement¹;
- the student is not in order with other public administrations which he/she is related with for study reasons (i.e. Laziodisu).

¹Student's mobility always depends on acceptance by the Host University. The form "Learning Agreement" is a fundamental document for mobility that has to be approved and signed by the Home University, the Host University and the student before departure.

Grants are available for a duration of 3 to 12 months.

For mobility periods of less than 12 months, students may ask the School/Department an **extension*** of the mobility period within the same academic year and at the same location but without **additional Grant**.

The request should be formally submitted to the School/Department of Home University, which can accept it or reject it if the extension's reasons are not properly justified.

The University Erasmus+ Office - once the contract is modified and documents for the additional study period are submitted- can add a supplement for the extension of the mobility period if there will be an amount available at the moment of the final reporting.

*beneficiaries can request an extension by filling out and submitting to the Erasmus+ contact person of the School the Extension Request form (Modulo di Prolungamento) - available at the following link <http://torvergata.lpmanager.it/studenti/modulistica.asp> - and by attaching the acceptance letter from the Host University.

Before departing, the student has to:

- sign the FINANCIAL AGREEMENT;
- sign the CODE OF CONDUCT of students during mobility periods;
- sign the LEARNING AGREEMENT (see attachments).

After returning from the mobility period

The student will have to submit the following documents to the Erasmus+ Office of the University of Rome Tor Vergata (Erasmus+ Office, ground floor, Via Orazio Raimondo 18, 00173, Rome) within 15 days after returning from mobility (and no later than October 10, 2018):

- **"Participant Record"** to fill out online on the website indicated via email by the Erasmus+ INDIRE National Agency, print it and submit it with signature and date;
- **Original copy of Confirmation Letter** issued by the Host University containing exact dates of arrival and departure;
- **Original copy of the transcript of Records** issued by the Host University (when possible);
- **Signed form** of the compulsory language test (OLS) if requested in the Financial Agreement.

To submit a request for the recognition of the mobility period in the framework of the Programme by the home School/Department and/or Study Course, it is necessary to have an **authorization** by the Erasmus+ Office of the University. The Office will issue that authorization when the administrative position of the student is regularised.

The mobility period shall end anyway before September 30, 2018.

Earning a minimum number of credits from the Host University

As indicated by the European Commission, the University requires that the student participating in the Programme earns a minimum number of credits (ECTS) at the Host University provided for one year by the current didactic programme. The student spending a year abroad should earn at least 24 credits; the student spending a semester abroad should earn at least 12 credits; the student spending three months abroad should earn at least 6 credits. If this is not achieved, the University will not pay to the student the EU grant and will request the student to return any fund already paid. The Programme Board of the School/Department can evaluate special cases-like mobility for graduation thesis- upon written request by the student. Grantees enrolled in PhD courses are not required to earn credits.

The Council of each School/Department and/or Study Course shall autonomously determine equivalent grades of exams taken abroad, in according to the resolution of the Academic Senate of July 26, 2016, point 4) about the "riconoscimento a pacchetto" recognition of credits obtained abroad.

In the framework of the Programme, traineeships are certified through a Traineeship Certificate issued by the Host University. After authorization by the Council of the Study Course, a traineeship can allow (when provided) the recognition of the work experience abroad as part of the student's training course and the achievement of Credits (ETCS) as well as the mentioning of the traineeship experience in the Diploma Supplement.

Non-EU students wishing to participate in the Programme shall personally refer to the Embassies of their country in due time to obtain a Visa for entry for the country where they intend to carry out the mobility, with no additional burden for the Administration.

Art. 4 –THE MOBILITY GRANT

The amount per month of the grant allocated by the European Commission varies according to the destination countries gathered as following:

GROUP 1 (high living cost)	Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden, United Kingdom	€ 280/month (9,3333333 per day)
GROUP 2 (medium living cost)	Belgium, Croatia, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey, Cyprus	€ 230/month (7,6666666 per day)
GROUP 3 (low living cost)	Belgium, Croatia, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey, Cyprus	€ 230/month (7,6666666 per day)
INTERNATIONAL CREDIT MOBILITY*	Russia*	€ 650/month (21,6666666 per day)

The exact amount of the mobility grant **will be calculated in days**, according to the note of the Erasmus+ INDIRE National Agency of September 17, 2014 Prot N° 2148/ERASMUSPLUS/KA1.

Grant duration is calculated based on the starting and ending dates of the traineeship (day/month/year) according to the commercial year of 360 days. Therefore, every month will be considered of 30 days, regardless of its duration. In case of incomplete months, the grant will be calculated by multiplying the number of days of the incomplete month by 1/30 of the unit cost per month.

A supplement to the EU Programme grant is provided for students with disabilities from the ERASMUS+ INDIRE National Agency.

For this type of funding, the student must submit a request to the ERASMUS+ Office of the School.

* INTERNATIONAL CREDIT MOBILITY is part of the Action 1 of the Erasmus + program that has as objective the mobility in and out of a specific region among those identified by the EC. In the 2016 Call, University of Rome Tor Vergata won a project with the Region 4, Russian Federation providing a limited number of scholarships for a maximum of five months for the following scientific areas: Economics, Science (Mathematics) and Humanities (Russian Literature) - see attachments School/Department. The project's deadline is fixed at July 31, 2018, therefore, for the completion of the semester abroad (including exams) mobility will be allowed only to students starting the first semester. The project provides for the refunding of round trip airline ticket for a maximum of € 360.00, upon presentation of the ticket (including electronic form) and boarding passes once the mobility ended.

A supplement to the EU Programme grant is provided for DISADVANTAGED students, in accordance with the note MIUR of July 25, 2014 (this condition must be indicated in the application by attaching the ISEEU document - indicator of the equivalent economic situation- Ministerial Decree N° 553 of July 14, 2014).

During their period of mobility, students can also obtain "honour loans" (Prestiti d'Onore) by a number of Institutes that have an agreement with the EU. A list of selected financial brokers will be published and regularly updated on the EU website of the Erasmus+ Programme: http://ec.europa.eu/education/opportunities_higher-education/masters-loans_en.htm

Please Note: Students who do not attach the ISEEU document to their application will be automatically excluded from the supplement of the EU grant for students from DISADVANTAGED backgrounds.

Other grants could be available from the University of Rome Tor Vergata. In fact the University is committed to raise the funds needed to complement the EU's contribution to at least €12,00 per day (€360/month) for the destination countries of Groups 1, 2 and 3. **If the University will not reach that goal, any amount eventually available will be shared equally between all participants of those destinations, on the basis of mobility days resulting from the original documents.**

Fiscal treatment of the EU Programme grant

The EU Programme grant does not constitute income (ref. 247/E of 1999, Art 6, paragraph 13 of Law N° 488 of 1999) unless the total annual amount is higher € 7.746,85. If the amount is higher than the limit indicated by the Law, it will entirely constitute income for the person who receives it.

Payment

In according to the Decree's Law December 6, 2011, n. 201- "Urgent measures for growth, equity and consolidation of public finances". (11G0247), GU No. 284 of 1206.2011 - Suppl. 251 in force since: 12/06/2011 Article 12, for amounts higher than €1.000,00 it is mandatory to make the money transfer on an Italian banking institution' account.

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

*the IBAN is the bank code that identifies the bank account and the bank. The account holder must request it when the account is open.

Please note: the bank account must be opened in the name of the beneficiary/grantee (or co-signer).

- There will be no payments by cheque and/or bank transfer made to a third party.

- Erasmus students are exempted from the payment of University fees in the host country **because they have to pay the fees at their University (University of Rome Tor Vergata – students must be regular with the enrolment's fee payments before mobility).**

Art. 5 – RENUNCIATION OF THE GRANT

Accepting the mobility is a serious obligation for the candidate. Therefore, selected students are invited to limit renunciations to serious and proved circumstances beyond their control. Renunciations will have to be communicated in writing (also by email) and duly justified.

Selected students who accept the grant, sign the Financial Agreement and then decide to renounce to the study period abroad must prepare and submit to the Erasmus+ Office of the University a written renunciation (also by email) with suitable certification of the serious presented reasons. If the certification is not submitted or reasons are not deemed pertinent, renouncing students have to return the amount already received and will no longer be eligible to apply for Grants within the framework of the Programme.

Students who interrupt the mobility period are entitled to the payment for the number of months spent abroad if it is at least three months. Students who do not stay abroad for the minimum period required have to return the whole amount received.

Art. 6 – PRIVACY

The personal data provided by the candidates through the submission of the application will be processed under the art.13 of the law 196/03, only for the purpose of selection process and of the procedure of grant appointment.

Moreover, it is specified that all communications related to the Programme will be made by the competent offices by email.

Art. 7 – LITERARY CONTEST

Based on the available budget, the literary contest "Travelling with...Erasmus" will be set up and regulated by a specific Rector's Decree.

ART. 8 – PERSON IN CHARGE OF THE PROCEDURE

Under the law August 7, 1990, n. 241, the person in charge of the procedure of exclusive competence of the University of Rome Tor Vergata is Mr. Gianfranco Tarquini, Office Erasmus+ of the University (*Ripartizione Erasmus*).

Please be informed that, according to Art. 71 of Presidential Decree 445 OF 28/12/2000, the Administration Office will proceed to undertake checks, including sample checks, and in all cases where there are reasonable doubts about the truthfulness of self-certifications.

For further information, after carefully reading the present call for application, the student can directly refer to the Erasmus+ Office of each School/Department:

SCHOOL OF HUMANITIES AND PHILOSOPHY:

Dott.ssa Giuseppina Grimaldi Tel. 06 72595186

e.mail: erasmus@lettere.uniroma2.it



SCHOOL OF LAW:

Sig.ra Daniela Mari Tel.06 72592355

e.mail: Erasmus.Socrates@juris.uniroma2.it

SCHOOL OF ECONOMICS:

Dott.ssa Susanna Petrini Tel 06 72595507

e.mail: petrini@economia.uniroma2.it

SCHOOL OF ENGINEERING:

Sig.ra Rita Ricci Tel 0672597256

e.mail: ricci@ing.uniroma2.it

SCHOOL OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES:

Dott.ssa Laura Calconi Tel. 0672594471

e.mail: laura.calconi@uniroma2.it

SCHOOL OF MEDECINE AND SURGERY:

Dott.ssa Manuela Misiano Tel 06 72596376

e.mail manuela.misiano@uniroma2

LANGUAGE

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.