

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.

CALL FOR ERASMUS+ MOBILITY FOR STUDY (KA131 - EU) ACADEMIC YEAR 2024/2025

Application deadline: March 1st, 2024, at 12 pm

This Call for application was developed according to the Erasmus+ Programme 2021-2027 Guidelines, published on 25/03/2021. Therefore, the terms and conditions provided by this Call may be modified or be subject to integrations, according to the publication of updates to the Italian and European regulations on the Erasmus+ Programme 2021-2027.

The payment of individual student mobility grants for study/traineeship abroad - hereafter called the Grant - will be dependent on the disbursement of the community grant by the Erasmus+ INDIRE National Agency.

If these funds won't be distributed or won't be distributed in full by the financing Bodies, the University reserves the right to grant to students scholarships in proportion to the sum that was actually received.

GENERAL CONDITIONS

ERASMUS+ Programme, Key Action 1 Student Mobility for Studies and Traineeship, hereafter called the *Programme*, is based on bilateral/multilateral agreements between European Universities, hereafter called *Host Universities*, and the University of Rome Tor Vergata, the *Home University*.

The Erasmus+ Central Office is in charge of organizing the Mobility overall, receiving and publicizing information received from the Commission through the EACEA, retrieving and managing the funds, supervising the Mobility's quality; the Schools/Departments are in charge of maintaining the long-term agreements with the foreign partner universities, forging new agreements in order to enrich the education provided by Tor Vergata and, last but not least, selecting the grantees.



Taking into consideration what presented above, each School/Department communicates to the Erasmus+ Central Office the members of the Evaluation Commission, hereafter called *Commission*, consisting of a minimum of 3 members, 2 teachers (possibly representatives of the programme) and the Erasmus administrative contact person. The Commission is named by the Rector.

After collecting the submitted applications, the Commission draws up the ranking list by merit, within the deadlines. The list will be published along with the procedure for students to appeal for a revision of the ranking.

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

Please note: If the candidate (or a delegated person with a signed proxy and a copy of a valid document of both the delegator and the delegate) fails to show up at this meeting, the University will consider this for all legal intents and purposes as the candidate's renouncement to participate in the Programme.

After the meeting, each School/Department will communicate to the Host University the names of the grantees.

After being formally assigned a Grant, the student, **before their departure**, will have to sign a ***Mobility Agreement*** with the University, hereafter called *Agreement*. The signature of the Agreement will be considered a formal acceptance of the EU Programme Grant. The object of the Agreement is the student mobility. Therefore, the Agreement's coming into effect is linked to the successful applicant/grantee actual mobility.

Each School/Department is in charge of publishing an Annex to the Programme's Call for application with all the information specific to that School/Department: the places available, application deadlines, specific forms, criteria of selection and evaluation and any special conditions (**see School/Department's Annexes**).

Concerning the didactic activities that can be taken at the *Host University*, the grantee will have to prepare the **Learning Agreement**¹ before departure as indicated by the Erasmus+ Office of each School/Department (**see Annexes**).

PhD students must plan with their PhD Programme's Coordinator the academic activities they intend to pursue abroad.

INSTRUCTIONS FOR VISAS

The laws and regulations on non-EU students' immigration to the countries participating in the Programme are related to students' nationality. Therefore, **each student has the personal responsibility to** collect information from the relevant diplomatic offices in due time and to obtain the documents entitling them to enter and stay in the Host Country in due time.

¹ Student'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.

INSTRUCTIONS FOR ACCOMMODATION

Host Universities generally help students find accommodation - when possible at a fixed price - in University campuses or student housing.

Students can ask the Erasmus+ Office of their School/Department for more information about their prospective Host University or contact the Host University itself.

The student must:

- ✓ Check on the Ministry of Foreign Affairs (Ministero degli affari esteri e della cooperazione internazionale)'s website for any communications about the safety and possible risks of traveling to their Host Country: <https://www.viaggiare Sicuri.it>;
- ✓ Read and accept the conditions for the mobility to their Host University. For example, the impossibility to conduct lessons in person but only online (online mobility won't be granted by a financial support), lack of access to basics such as accommodation, canteens, etc because of epidemics, pandemics or other force majeure reasons;
- ✓ Stipulate a travel insurance in case of delays or cancellations due to epidemics, pandemics or other force majeure reasons;
- ✓ Inform themselves about the requirements to obtain a visa for the Host Country;
- ✓ Inform themselves about health care in the host country by contacting their local health authority or diplomatic representations.

Art. 1 – PARTICIPATION REQUIREMENTS

Only the students or graduating students enrolled in the AY 2023-2024 who during the AY 2024-2025 will be **regularly enrolled** in a course of study coherent with the one from the previous AY, can apply.

PLEASE NOTE: If the student is not regularly enrolled in the AY 2024-2025 before departure, they will automatically lose their right to the Mobility and will not be able to benefit of the Erasmus status and grant. This includes students who have not paid their tuition fees or are enrolled in "cautelativa".

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

- ✓ not benefit in the same period of time of their Erasmus Mobility (or even only part of that period) from another European Community grant from other programmes or operations funded by the European Commission, or from a grant awarded through this University's other international mobility programmes and/or equivalent to this University's;
- ✓ not have reached the maximum number of months of mobility allowed by the Erasmus+ Programme in their cycle of studies. A total of 12 months of mobility is allowed for each cycle of study, Bachelor's programme, Master's programme, PhD/postgraduate programme and a total of 24 months for the one-cycle programme.



The Erasmus+ Programme allows students to participate in more than one mobility period per cycle of study, whether it is for study or training, but the sum of the months of these mobility periods must be inferior to either 12 months or 24 months according to the type of cycle of study as detailed earlier.

- ✓ be regularly enrolled in Tor Vergata before leaving for the mobility (**see above**).

Please note: 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 of the language accepted by the Host University as the "learning language". In fact, the Programme founds itself on the basis of bilateral/multilateral agreements between the *Host University* and the *Home University*, which require a specific level of linguistic knowledge (either A1, A2, B1, B2, C1 or 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.

Regarding the language requirements for the selection of candidates, please refer to each School/Department's Annexes.

Art. 2 – SUBMISSION OF APPLICATIONS

It will only be possible to apply online, by filling out the form available at the following link: <http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx>.

The submission form will be available online starting from the issue of the Rector's Decree. The deadline for submitting the form is on **March 1st, 2024, at 12 pm.**

Please note: The candidate is entirely responsible for filling out the application form. Applications that do not result "Validated" (completed and closed) online After the expiration of the call, will be considered void. Applications containing incorrect or untrue data will be void as well. It will not be possible to subsequently modify or cancel the applications already submitted.

Art. 3 – THE MOBILITY

Students will be able to undertake mixed mobility (Blended), i.e. a period of Virtual Mobility integrated with a period of mobility abroad. Virtual Mobility alone won't be allowed. Virtual Mobility in the context of a Blended Mobility must in any case precede or follow an in-presence mobility of at least 2 months (60 days).

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



- ✓ the student or graduating student is not enrolled in the University of Rome Tor Vergata during the AY 2023/2024 and won't be regularly enrolled during the AY 2024/2025;
- ✓ the student has not completed the registration (not paid the tuition fees) for the AY 2024-2025 before departure or is enrolled "in cautelativa";
- ✓ the Host University does not authorise the activities present in the student's Learning Agreement;
- ✓ the student is not compliant with other national public administration bodies to which they are related for study reasons (i.e. Disco Lazio).

Student mobility is always dependent on acceptance by the host university.

Grants are available for a duration of 2 to 12 months. The mobility cannot last less than 60 consecutive days.

After winning a Grant for a mobility period of less than 12 months, the student may ask the School/Department for an **extension** of the mobility period. The original Mobility plus the extension must not last longer than 12 months per study cycle (24 months for one-cycle Master's degree) and will have to take place between June 1st 2024 and September 30th 2025.

It is not guaranteed that the student will receive a grant during their extension. It will be authorized on the basis of the European funds available and only if the extension request will be submitted to the student's School/Department's Erasmus Office at last 1 month before the end of the mobility (it won't be possible to authorize extensions requested after the end of the mobility written on the Agreement).

The request for an extension must be submitted to the student's School/Department. The office can then accept or refuse the request on the basis of how the request is motivated.

After being presented with a certification of the mobility, the Erasmus Central Office, extension will then modify the student's Mobility Agreement.

Before leaving, the student has to:

- ✓ sign the ACCEPTANCE OF THE SCHOLARSHIP;
- ✓ sign the LEARNING AGREEMENT (**see Annexes**);
- ✓ sign the MOBILITY AGREEMENT;
- ✓ sign the CODE OF CONDUCT for students during mobility periods.

After returning from the mobility period, by at most 15 days after the end of the mobility (and in any case no later than October 10th, 2025), the student must upload the following documents on the MOBINT platform:

- ✓ **Certificate of stay** signed and stamped by the Host University containing the exact dates of arrival and departure;
- ✓ **Original copy of the transcript of Records** issued by the Host University;
- ✓ **"Participant Report"** to fill out online on the website indicated via email by the EACEA.



In order to request the acknowledgement of the mobility period in the framework of the Programme by the Home School/Department and/or Study Course, it is necessary to first get an **authorization (“nulla osta”)** by Tor Vergata’s Erasmus+ Central Office. Said Office will issue that authorization when the administrative position of the student is regularised.

The mobility period shall start, when possible, on June 1st, 2024 and shall end in any case by September 30th, 2025.

N.B. The students are guaranteed to be exempt from tuition fees at the Host University, but they are **required to pay the tuition fees at the University of Rome “Tor Vergata”**. (see Art. 1, **Participation Requirements**).

MINIMUM NUMBER OF CREDITS TO OBTAIN AT THE HOST UNIVERSITY

As indicated by the European Commission, the University requires that the students taking part to the Programme earn a minimum number of credits (ECTS) at their Host University. These credits will later be recognized by the Home University through the Learning Agreement.

Students spending one year abroad should earn at least 24 credits; students spending a semester abroad should earn at least 12 credits; the student spending three months abroad should earn at least 6 credits.

Please note: The students must acquire at least 2 CFU per month spent abroad.

If the minimum number of credits is not achieved, the University will not give the student the remaining EU Grant and will furthermore require the student to return the sum already paid. Each Department/School’s Committee will in any case evaluate particular cases (for example, if the mobility has the purpose of writing a thesis abroad) but only after receiving a written request by the student.

Grantees enrolled in PhD courses are not required to earn credits.

The grades of the exams taken abroad will be converted to the Italian grading system. The criteria for this process are determined autonomously by each Department/School Committee and/or “Corso di Studio”, following the provisions of the “Delibera del Senato Accademico” of 07/26/2016 concerning the “Riconoscimento a pacchetto” of CFU earned abroad.

N.B. If the “Corso di Studio” won’t recognize and won’t convert into CFU the activities carried out abroad by the student, indicated in the Learning Agreement and certified in the Transcript of Records, the student will lose all right to funding and will be required to return any unduly received amount.

If a student fails an exam, the credits from that exam will not be recognized by this University, nor will they be considered for calculating the Community contribution.

In the framework of the Programme, curricular **traineeships** are certified through a *Traineeship Certificate* issued by the Host University. If authorized by the Council of the student's "Corso di Studio", a traineeship will allow (when possible) the recognition of the work experience abroad as part of the student's training course and the achievement of Credits (ETCS). The traineeship will also be mentioned in the Diploma Supplement.

Art. 4 – THE MOBILITY GRANT

The financial contribution for the mobility period is provided through funds allocated by the Erasmus+ National Agency and the MUR, the Italian Ministry of University and Research. The contribution can consist of the following items:

A. Community contribution

The European Commission has established that the student mobility grant is calculated according to the cost of living of the Host Countries, divided in the following groups:

GROUP 1 (HIGH cost of living) Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, The Netherlands, Norway, Sweden.

Partner countries from Region 13: Andorra, Monaco, San Marino, Vatican City State

Partner countries of Region 14: Faroe Islands, Switzerland, United Kingdom

GROUP 2 (AVERAGE cost of living) Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain.

GROUP 3 (LOW cost of living) Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.

SCHOLARSHIP FOR STUDY DESTINATION INDIVIDUAL CONTRIBUTION / MONTH:

- Mobility to countries from GROUP 1 € 350.00/month;
- Mobility to countries from GROUP 2 countries € 300.00/month;
- Mobility to countries from GROUP 3 countries € 250.00/month.

The duration of the scholarship is calculated on the basis of the start and end date of the study period abroad (day/month/year) according to the business year of 360 days; therefore, each month, regardless of its duration, will be considered as 30 days. In case of incomplete months, the financial contribution will be calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

B. Supplementary contribution

The student might also be eligible for an integration of the Community contribution according to the provisions of the Ministerial Decree from December 29th, 2017 n. 1047.*

The contribution will be financed by funds provided by MUR (Ministry of University and Research), and will be paid according to the provisions of the Ministerial Decree 1047 of 29/12/2017 (Fondo Sostegno Giovani - FSG) or the monthly amount of the scholarships

will be defined with reference to the economic condition resulting from the ISEE certificate** as indicated by the following Table 1:

Table 1

ISEE	Importo mensile per integrazione borsa Erasmus plus
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

* Students that are not enrolled within the normal duration of the course increased by one year will be excluded automatically from the Supplementary contribution, in compliance with the Ministerial Decree.

** In regards to how to determine the composition of the family unit, the indicator of one's economic situation and the methods for filling out the form concerning the request of the benefits for the right to study, as well as for any other matter related to the calculation of ISEE, this Call for applications looks at the DPCM December 5th 2013, n. 159 "Regolamento concernente la revisione delle modalità di determinazione e i campi di applicazione dell'Indicatore della situazione economica equivalente — ISEE".

PLEASE NOTE: The University requires the 2024 ISEE Certificate.

If the student resides in Italy, they will have to authorize the University to request their ISEE from the "Agenzia delle Entrate" while enrolling for the academic year 2023-2024 on the DELPHI platform.

If the student does not reside in Italy and is not a European Union citizen, the Stability Law of December 11th, 2016 n. 232, provides in Article 1, paragraph 261:

"Nel caso di studenti aventi la cittadinanza di Stati non appartenenti all'Unione europea, e non residenti in Italia, per i quali risulta inapplicabile il calcolo dell'ISEE del nucleo familiare di appartenenza ai sensi dell'articolo 8, comma 5, del regolamento di cui al decreto del Presidente del Consiglio dei ministri 5 dicembre 2013, n.159 l'importo del contributo onnicomprensivo annuale è stabilito dalle singole università statali, anche in deroga ai criteri individuati nei commi da n.255 a 258 del presente articolo".

Foreign citizens who are not resident in Italy **cannot use the self-certification institution in any way.**

In relation to the provisions of the aforementioned regulations and in accordance with the provisions of Ministerial Decree no. 1047, students who do not reside in Italy and who are



non-EU citizens can submit a request for integration to the funding for Erasmus mobility to the Body for the right to study (DiscoLazio), which announces ad hoc funds annually.

Students who do not reside in Italy but are citizens of European Union countries will have to submit their ISEE PARIFICATO in order to receive the Supplementary contribution.

ISEE PARIFICATO

As can be seen from the resolution of the “Consiglio di Amministrazione” of 10/11/2020, having as its object the introduction of a control and verification system of ISEE equalized (data collection form for university equalized indicator) - **all non-EU students for whom it is inapplicable the calculation of the ISEE** pursuant to art. 8, paragraph 5, of Prime Ministerial Decree 159/2013 may request the compilation of the data collection form for the university equalized indicator at the CAF (The CAF identified by the University or other if this is not indicated) to which all the documentation containing the information necessary for the determination of the income statement or the original certification issued by the authorities of their country of origin * and translated into Italian, validated by the Italian diplomatic authority competent for the territory in the same country of origin of the student (art.33 of Presidential Decree no. 445 of 28/12/2000).

***The documentation must be produced, translated and legalized even for situations in which no movable or immovable property is owned.**

Students with a DISCOLAZIO scholarship too are required to submit the data collection form and will be subject to checks on what they have declared. **The MUR contribution is not compatible** with any DISCOLAZIO mobility funding.

In order to receive the Supplementary contribution, the certificate of ISEE PARIFICATO must appear on the DELPHI university platform AND the student must also be regularly enrolled, as required by this Call for applications (**see Participation Requirements**).

The University will not pay the Supplementary Contribution to the students who, for whatever reason, have not authorized the University, on the DELPHI platform, to ask the Agenzia delle Entrate for the ISEE needed to evaluate the payment of the Supplementary Contribution.

C. Supplementary Grants for Students with fewer opportunities

The Programme offers another Grant in addition to the Community contribution. Such contribution will be granted, on the basis of the funds available, to the students that have an ISEEU that is inferior to a number that will be determined by a Ministerial Decree in the first months of 2024. This contribution will be calculated on the basis of the 2024 ISEE certificate. The student's ISEE will have to be declared when enrolling for the AY 2024/2025.

The students with fewer opportunities will receive an integration to the Supplementary contribution for abroad mobility of € 250,00 per month.

D. Supplementary Community Grants for Students with Special Needs

These are funds allocated by the European Commission and destined to students with specific physical, mental or health conditions. To request this grant, the student will have to submit a specific request to the University's Erasmus Central Office, following the procedures and timeframes defined by the Erasmus+ National Agency INDIRE.

The Erasmus 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 Law, it will entirely constitute income for the person who receives it.

PAYMENTS

Payments will be made according to the written in the Mobility Agreement, after the student has left for the Host Country and has duly uploaded the required documentation on the MOBINT platform:

- Community contribution: **70% as an advance** within 30 working days after receiving the Certificate of Arrival at the partner university and **30% as a balance** after the mobility has ended and the student has received the Nulla Osta from the Central Erasmus Office of the University;
- Supplementary contribution: **50% as an advance** within 30 working days of receipt of the Certificate of Arrival at the partner university and **50% as the balance**, the mobility is completed and the student has received the Nulla Osta from the Central Erasmus Office.
- Supplementary contribution for students with fewer opportunities: this contribution will be paid after the end of the mobility, after the student will have received the Nulla Osta; it will be calculated on the basis of the number of days spent abroad.

When applying, the student must provide the IBAN² of their own bank account at an Italian bank. The contributions will be paid to that bank account.

Please note: The bank account must be in the name of the beneficiary/grantee (or co-signed by the grantee). There will be no payments by cheque and/or bank transfers made to a third party.

Art. 5 – RENOUNCEMENT OF THE GRANT

Accepting the mobility is a serious obligation for the candidate, as seen on the Agreement.

² The IBAN is the bank code that identifies the bank account and the bank.



The students who accept the Community grant, sign the Mobility Agreement and then decide to renounce to their mobility period must fill out and upload the **Waiver Form** on the MOBINT platform, along with an adequate certificate. If the certification is not submitted or the reasons submitted are not deemed pertinent, the renouncing student will have to return the amount of the grant already received and will no longer be eligible to apply for Grants within the framework of the Programme.

Students who interrupt their mobility period are entitled to the grant for the number of months they spent abroad and they have obtained at least 2 CFU per month spent abroad. The period spent abroad must be of at least 2 months (60 consecutive days). Students who do not stay abroad for the minimum period required will have to return the whole amount already received, as written on the Mobility Agreement.

Art. 6 – PRIVACY

The processing of personal data requested by this call is aimed at managing the Program, for the selection procedures and for the eventual procedure for assigning and disbursing the contribution and will have in accordance with the provisions of the "General Data Protection Regulation" (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and to Legislative Decree 196/2003, as amended by Legislative Decree 101/2018. The Data Controller is the University of Rome "Tor Vergata", Via Cracovia 50 CAP 00133 Rome, PEC direzione.generale@pec.uniroma2.it. The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, e-mail rpd@uniroma2.it, PEC rpd@pec.torvergata.it. The e-mail address, to which questions relating to data processing may be addressed, is: privacy@uniroma2.it.

Participants are entitled to the rights provided for by EU Regulation 2016/679 and, in particular, they may request access to personal data concerning them, rectification, or, if their extremes occur, cancellation or limitation of treatment, or oppose to the their treatment.

The interested student, at the time of submitting his application, will give consent to the processing of his personal data as established on the Information provided by the Data Controller (University of Rome Tor Vergata), called "Information pursuant to art. 13 of EU regulation 679/2016 for the processing of personal data of students who intend to participate in international mobility programs for study (erasmus "overseas, research thesis abroad) or internship (erasmus + traineeship) in non-European countries", present on the platform Organizer.



ART. 7 – PERSON IN CHARGE OF THE PROCEDURE

In accordance with the law August 7th, 1990, n. 241, the person in charge of the procedure of exclusive competence at the University of Rome Tor Vergata is Dr. Mirabela Salavastru.

We inform you that, in accordance with Art. 71 of Presidential Decree 445 of December 28th, 2000, the Administration will proceed to carry out appropriate checks, even on a sample basis, and in all cases in which justified doubts arise about the veracity of the self-certifications.

For further information, after carefully reading this Call, the student can contact the following offices directly:

- For information concerning the signing of the Agreement and the mobility grant:

Erasmus+ Central Office

Tel. +39 06 7259 2555

E-mail: outgoing@erasmus.uniroma2.it

- For information on: online application form, Learning Agreement, exams, exam recognition and information on partner universities, please contact the following Erasmus Offices of the Faculties/Macro areas:

School of Humanities and Philosophy:

Giuseppina GRIMALDI

Tel. +39 06 7259 5186

E-mail: erasmus@lettere.uniroma2.it

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The Annexes of each School/Department are an integral part of this decree.