



Erasmus+ Tender Announcement

Key Activity 1 – KA 1: individual mobility for study purposes Academic Year 2019-2020

Art. 1 – General Information

Erasmus+ is a Programme developed by EU for the promotion of education, training, youth, and sports, for the 2014-2020 period.

In order to achieve these goals, the Erasmus+ Programme, in particular the ACTION KEY1–LEARNING MOBILITY OF INDIVIDUALS promotes the students' mobility, so as to enable them to undertake new learning experiences (Mobility for Study purposes and Mobility for Traineeships) in other countries of the EU participating to the Programme – *Programme Countries* – or in extra-EU countries defined as *Partner Countries*.

The present regulation shall govern the Mobility for Study Purposes enabling the students to carry out a period of study at a European or extra UE University with an Inter-institutional agreement e-Campus Online University as part of the Erasmus+ Programme.

Prior to their departure, the selected students shall sign a Learning Agreement – previously agreed upon with the Supervisor of the Course of Study – establishing the study programme for the formative period abroad, along with the hosting organizations.

The students undergoing the period of mobility shall receive a financial contribution – established by the National Agency Erasmus Plus Indire – and have the opportunity to attend courses and have access to all the facilities and services of the hosting Institute without the payment of any further taxes (with the exception of small contributions, also charged to local students), with the guarantee of the full recognition of the didactic activities carried out abroad, and provided for in the Learning Agreement.

The present tender announcement shall be considered provisional and non-binding for eCampus University: the activities and the related funding are subject to the approval of the application form on the part of the National Agency Erasmus Plus Indire, as well as to the subscription of the financial arrangement Erasmus Plus a.a. 2019/2020.

Art. 2 – General eligibility requirements

In order to access to Erasmus+ - Mobility for Study Purposes, the students shall:

1. Be regularly registered to eCampus Online University
2. Be matriculated to:
 - a Course of Studies ex D.M. 509/1999;
 - the second (or subsequent) year of a Bachelor's Degree Course (L);



- the first (or subsequent) year of a Master's Degree Course (LM);
 - the second (or subsequent) year of the Single Cycle Degree Course (LM) in Law;
 - an Academic Master.
3. Comply with the linguistic requirements of the hosting institution

N.B.: The students in possession of citizenship in one of the countries participating to the ERASMUS+ programme and matriculated to the eCampus Online University, are considered eligible for the Mobility at a University of their native Country, provided that they are not resident in said country; in any case, they shall not be considered priority.

Art. 3 - Incompatibility

The selected students:

- Will attain an Erasmus+ scholarship for each course of studies and for an overall period not exceeding 12 months for each course of studies; in case of single cycle courses of studies, maximum period shall be 24 months.
- Shall not benefit from any other type of funding provided by eCampus Online University in the same period in which they benefit from the Erasmus+ financial support.
- Shall not benefit from other scholarships with the same purposes (Mobility for Study Purposes) in the same Academic Year.
- Shall not take exams at eCampus Online University during the period of mobility abroad, with the exception of the final dissertation for the Bachelor's Degrees, which shall be discussed in the headquarters of eCampus University.

Art. 4 – Linguistic requirements

In order to apply, the students shall be proficient in at least one of the main Community languages (French, English, Spanish, German), depending on the hosting institution. For the Countries of Northern or Eastern Europe, the chosen vehicular language is normally English.

The minimum linguistic level required is a B1 of the CEFR (Common European Framework of Reference).

The linguistic knowledge of the candidate shall be auto-certified in the application form.

The hosting institution may require a further linguistic certificate. The students may submit the following certifications/auto-certifications/exams no later than 24 months from the expiration date of the present tender announcement:

- Linguistic Certificate (ex. TOEFL, IELTS, Cambridge, DELF, PLE, etc.);
- Academic exam at eCampus University, with a certificate attesting the vote and the date;
- Period of stay abroad; at least three consecutive months for study or business purposes (with a certificate attesting the veracity of the information provided).



If the selected students, at the moment of the presentation of their application do not have the certificate required by the hosting Institution, they may take a language level test at the University Language Centre before their departure for the chosen foreign University.

The University will provide for the fulfilment of the didactic needs related to the requested linguistic level, in accordance with the Academic Language Policy.

The successful completion of the test is an essential requirement for the stipulation of the Erasmus+ financial agreement.

N.B.: the minimum linguistic level provided in the present tender announcement may be lower than the one required by the partner University. Therefore, the students are obliged to inquire about the requirements of their hosting University by consulting the related website, or by contacting the International Relations Office of the hosting University. It should be noted that, in most cases, the linguistic level of the students are requested at the moment of the submission of the Application Form.

The European Commission, will provide for a limited number of licences for the online language courses “Online Linguistic Support” (OLS), for selected Erasmus students studying one of the following languages: English, French, Spanish, Italian, German, Dutch, Czech, Danish, Greek, Portuguese, Polish, Swedish. The Online Linguistic Support consists in:

- a mandatory language evaluation test for all the Erasmus students before and after the mobility period;
- a language course according to the individual needs of the students (on the basis of a limited number of licences provided by the National Agency).

Art. 5 – Period of study and didactic activities abroad

The duration of the period of stay at a foreign University:

- depends on the inter-institutional agreement signed by eCampus Online University with different partners;
- shall not last less than three months, nor more than twelve months;

The scholarships shall be exclusively assigned for the following activities:

- attend to the courses provided by the hosting University (courses and/or modules) and carry out the related examinations;
- carry out research aimed at the drafting of the final dissertation, on the basis of the working plan approved by the supervisor and the teachers responsible of the hosting University;
- carry out an internship period and a study period. The internship shall be carried out under the supervision of the hosting University, and the two activities shall be carried out consecutively. The total duration of the period of mobility shall be minimum 3 months and maximum 12 months. In case of curricular internship (mandatory, and subject to the attribution of well-defined number of formative credits), the students may carry out an internship even within the context of the Erasmus Programme for Study Purposes; even if complimented by courses or seminars, since this internship period counts to all intents and purposes as a period of study.

The entire mobility period shall fall between 1 June 2019 and 31 May 2021 (mandatory date within which the activities provided for the Erasmus+ Programme shall be completed).

**Art. 6 – Financial Contribution**

The selected students, during the months of stay abroad, shall receive a Mobility Scholarship – provided by the National Erasmus Agency – which covers part of the expenses related to the period of residence abroad.

The financing related to the *Programme Countries* shall be divided into 3 groups according to the country of destination:

GROUP	HOSTING COUNTRY	COMMUNITY MONTHLY AMOUNT
Group 1 Countries participating to the Programme with high costs of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	€ 300,00
Group 2 Countries participating to the Programme with average costs of living	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 250,00
Group 3 Countries participating to the Programme with low costs of living	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, ,Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	€ 250,00

An additional community subsidy shall be provided for the students with disadvantaged social-economic conditions, on the basis of the ISEE (please visit the website of the Erasmus National Agency www.erasmusplus.it).

Eventual special financing for disadvantaged students may be by the European Commission.



The contributions shall be provided with the following modalities:

- 80% before the students' departure
- 20% at the students' return, subject to the presentation of documentation certifying the mobility period (EU Survey, Certificate issued by the hosting institution, indicating the exact duration of the period of study, eventual test OLS; Transcript of Records certifying exams, results and credits attained).

Attention: the financing shall be calculated on the basis of the actual period of stay abroad, by reference to the 360-day business year, where each month consists of 30 days. If the number of months certified by the hosting Institute is less than three, the students shall return the entire amount of the scholarship.

The students may apply for the participation to the Erasmus Mobility Programme without applying for the scholarship, through a binding statement at the time of submission of the application form.

The students opting for the aforementioned modality shall undergo the regular evaluation procedure, but may be admitted to the Programme even in case of depletion of the funds provided by the National Agency.

Art. 7 - Selection of the destination and reasons precluding the students' departure

Before submitting the application form, the students shall consult the list of the destination in the following page:

https://www.uniecampus.it/fileadmin/documenti/decreti/ENG/AGREEMENTS_FOR_THE_COURSES_OF_STUDY_19-20.pdf

Attention: the students shall choose a destination with a ISCED code coherent with their Course of Study, otherwise, their application will have a lower priority than those more coherent with the ISCED indicated in the inter-institutional agreement.

Each candidate may choose a maximum of two destinations, in order of preference. Once individuated the destinations, the candidates shall verify the absence of conditions preventing their departure, such as close application deadlines, higher language requirements, incompatibility of the didactic subjects.

Below is a list of reasons precluding the students' departure:

1. **The deadlines related to the application procedure of the hosting institution.** Any failure to send the Application Form within the deadlines established by the hosting institution, may entail the rejection of the application. Therefore, the students are kindly invited to consult the official website of the hosting University before submitting the application form, so as to avoid eventual problems.
2. **The linguistic requirements** of the hosting institution.
3. **Eventual incompatibilities between the candidate's study plan and the formative offer of the hosting institution.** The formative offers of the hosting University may change during the period of application of the present regulation.



4. **Admission Policies and stay at a foreign country.** The students in departure to a foreign country participating to the Erasmus Programme, and the non-EU students shall inform autonomously on the entry/stay requirements (entry visas, residence permits, etc.), consulting the hosting University, or the competent authorities (embassies and consulates).

In any case, the hosting University may decide whether or not to accept the incoming students at its discretion.

Art. 8 – Learning Agreement

The students shall verify that the selected destination guarantees a formative offer consistent with their Learning Agreement.

The Learning Agreement

(https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/learning-agreement_en) is a study contract subscribed by the student, their University of origin and the hosting University before the beginning of the period of mobility.

The Learning Agreement is a mandatory document for the recognition of the didactic activities carried out during the period of mobility. Upon acceptance of the application and consultation of the hosting University's website, the selected students shall elaborate a Learning Agreement, indicating the didactic activities that they chose to carry out abroad. Said activities shall replace the activities of the students' study plan. The amount of credits attained at the hosting University for the selected didactic activities, shall be equivalent to the amount credits provided by eCampus Online University. During the period of study abroad, the Learning Agreement may be modified, subject to the approval of all the parties involved. **No activity carried out abroad shall be recognized if the Learning Agreement does not provide for it.**

The students may include in their official study plan the courses and/or the researches for the final dissertation that they intend to carry out at the hosting University.

The students shall attain a maximum of 60 CFU per year. The minimum amount of credits shall be 1/3 of the maximum amount, and shall be calculated according to the duration of the mobility period:

PERIOD OF STAY	MINIMUM AMOUNT OF CFU
12	20
11	18
10	17
9	15
8	13
7	12
6	10
5	8
4	7
3	5

**Art. 9 – Submission of the Application**

No later than 31/10/19, the students shall submit the application form available at the following link: <http://www.uniecampus.it/studenti/programma-erasmus/outgoing-mobility-studiare-alleestero-con-il-programma-erasmus/index.html> , duly filled in, signed, and sent at mobilita@uniecampus.it with the following subject **“ERASMUS + KA1 – MOBILITA’ a.a. 2019/2020 – DOMANDA DI ISCRIZIONE”**, with attached a copy of a valid identity document.

Before the submission of the application the students are required to inform on the modalities and the application deadlines for the selected hosting University.

The application deadlines shall be postponed in case the amount of applications received is lower than the amount of the scholarships available.

Art. 10 – Selection Criteria

For the formulation of the ranking lists shall be taken into consideration the following criteria (by assigning parameters expressed as a percentage)

- Year of the course to which the student is registered; shall be attributed a higher score in relation to a higher seniority of enrolment (5%);
- Coherence of the Study Plan with the disciplinary area (course of study/ISCED code) of the hosting University (15%);
- Amount of exams and credits acquired (30%);
- Grade point average (30%);
- Knowledge of the language spoken in the chosen country, or knowledge of the English language (10%);
- Justification submitted by the student (10%).

The destinations shall be assigned by a Commission comprised of the Erasmus Delegates on the basis of the aforementioned criteria and taking account of the destinations chosen by the students.

The number of scholarships available for the academic year 2019/20 will depend on the assignments operated by the National Erasmus Agency.

Art. 11 – Results of the selection

The merit rankings shall be published in the Erasmus+ webpage, on the online platform of the University, and e-mailed to each selected candidate. If the number of selected students is inferior lower than the number of scholarships, the deadlines shall be re-opened.

Art. 12 – Acceptance of the mobility, and waivers

After the publication of the results of the selection process, the selected students may accept the Erasmus mobility period by e-mail to: mobilita@uniecampus.it within 5 days.

The winners who did not accept nor renounce to the Erasmus mobility period, shall be automatically deleted from the merit ranking and shall lose the right to the mobility for the current year and the eventual assignment of a scholarship.

The renouncing students shall communicate their decision by, along with a copy of their Identity Card at the following email address: mobilita@uniecampus.it

After the deadline date, in case of eventual withdrawals, the University may contact by mail the students below in the ranking list.

**Art. 13 – Status of Erasmus student**

The selected students, eligible according to the Erasmus criteria, shall acquire the status of Erasmus student. The “STATUS” of Erasmus students provides for the exemption from the payment of the registration fees at the hosting University; access to the services offered by the hosting University and equal conditions to those of the local students; the recognition of the activities carried out abroad.

The Erasmus students are required to:

- Confirm their acceptance within the previously established deadlines and present the Learning Agreement (or the application for an eventual final dissertation/internship);
- Register to the hosting University according to the academic regulations;
- Take the language test before the departure (if required);
- Sign a Financing Agreement with eCampus University, before the departure;
- Be up to date with the tuition fees for the current academic year;
- Respect the regulations and the Academic Calendar of the hosting University;
- Ensure that the Agreement is signed by the Erasmus Supervisors, by the representatives of eCampus University and by the hosting University;
- Conclude successfully the study period at the hosting University, as provided for in the Financial Agreement.

Art. 14 – Eventual assignment of available places

If, upon completion of the assignment procedure some Erasmus places are still available, the candidates non-selected in the first instance may choose among the still vacant destinations. The University shall be responsible for contacting the students, informing them on the modalities and the timing for the assignment of the vacant destinations.

Art. 15 - Revocation of the scholarship

The payment of the scholarship may be revoked by the University for serious reasons or for non-fulfillments on the part of the student.

Art. 16 – Acceptance by the hosting University

Following the publication of the ranking lists providing for the assignation of the Erasmus places, and upon confirmation of the candidates, the hosting University may decide whether or not to accept the candidates.

Art. 17 – Recognition of examinations carried out abroad

Upon completion of the study period abroad, the students shall provide the transcript of records, duly verified by the Erasmus Delegate, and by the Credit Department officer, with regard to the adequacy and the regularity of the grades attained, which shall be converted into thirteenths.



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Art. 18 – Information and contacts

For general information (information on the Erasmus+ program, modality of submission of the candidacy, modality of acceptance of the Erasmus place, payment of the scholarships, etc.), please email mobilita@uniecampus.it

Information regarding the formative pathway shall be provided by the following Erasmus Delegates:

Faculty of Engineering: Prof. Luca Cioccolanti, Prof. Riccardo Pecori;

Degree Course in Languages and Cultures of Europe and the Rest of the World: Prof. Francesco Pigozzo;

Master's Degree in Modern Languages and Intercultural Translation: Prof. Silvia Bianciardi;

Degree Course in Literature, Art, Music and Drama: Prof. Federico Della Corte;

Master's Degree Course in Literature, Languages and Italian: Prof. Lucia Bertolini;

Degree Course in Design and the Art of Fashion: Prof. Ambrogia Cereda;

Degree Course in Sciences and Techniques of Psychology, Degree Course in Education and Training and Master's Degree Course in Education Sciences: Prof. Mauro Manzoni;

Degree Course in Sciences of Physical Activity for Health and Well-Being, and Biological Sciences: Prof. Filippo Macaluso;

Faculty of Economy: Prof. Manuela Ciani Scarnicci;

Master's Degree Course in Law and Legal Services: Prof. Paola Todini, Prof. Roberto Russo;

Degree Course in Communication Sciences and Degree Course in Political and Social Sciences: Prof. Roberto Castaldi.

For any information regarding the hosting University (modality of registration, linguistic requirements, accommodation, training offer), please visit the official website or contact the Erasmus Office.

Art. 19 – Processing of personal data

Pursuant to D.Lgs n.196 del 30.06.2003 and following modifications/supplementary decrees.

Art. 20 - Responsible of the selection procedure

Pursuant to Law August 1990, n. 241, the officer responsible for the selection procedure is Cristina Barani, Manager of the General Secretariat of eCampus Online University.