

STUDY MOBILITY ERASMUS+ & BILATERAL AGREEMENTS PROGRAMMES

Call for Applications academic year 2019/20

Approved by Rector's Decree no. 62/2019

CLOSING DATE AND TIME OF THE ONLINE-APPLICATION

Thursday, 7 March 2019, 12 midday

1. STUDY MOBILITY PROGRAMMES

The Free University of Bozen-Bolzano (unibz), in the academic year 2019/20, calls for the submission of applications for study mobility within:

- **The Erasmus+ Study Mobility Programme:**
Manages students' mobility to allow them to spend a study period at foreign universities, which have signed a collaboration agreement with unibz. The minimum period of stay is 3 months and the maximum length is 12 months, according to the agreement signed with the partner university. In all cases, the period of study will have to be completed by 30 September 2020. The programme is promoted by the European Union.
- **The Bilateral Agreement Programme:**
Manages students' mobility to allow them to spend a study period at universities, which have signed a collaboration agreement with unibz, in countries not participating in the Erasmus+ Programme or with Italian universities. The Bilateral agreements programme is promoted by unibz.
- **The Swiss European Mobility Programme:**
Manages students' mobility to allow them to spend a study period at universities in Switzerland – which is not participating in the Erasmus+ Programme - which have signed a collaboration agreement with unibz.
Swiss universities are in charge of funding mobilities.

During the stay at the host university, the student is required to attend the scientific-educational activities approved before departure in the Learning Agreement.

The students will benefit from the "status" of exchange student, which implies the following conditions:

1. exemption from university fees at the host institution¹ (the student continues to be enrolled and to pay taxes at unibz);
2. use of any social services activated on campus (canteens, student accommodation, etc.);
3. Language courses;
4. recognition of the activities carried out abroad by the Faculty of unibz.

2. MOBILITY GRANTS

2.1. ERASMUS+ MOBILITY GRANTS AND GRANTS FOR SPECIAL NEEDS

The Erasmus+ grants consist of:

¹ Not applicable to mobilities at the Baruch College, NYC (USA), reserved for Master Accounting & Finance students.

- a) Monthly contribution from the European Union (or from unibz, should EU funds be exhausted):
- for one semester mobility: 4-month grant
 - for two semesters mobility: 8-month grant;
 - if the mobility period lasts less than 4 months, only the actual period spent abroad will be founded.

Mobility to countries of Group 1: 300 € per month

Mobility to countries of Group 2: 250 € per month

Group 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Lichtenstein, Norway
Group 2 (average-low cost of living)	Austria, Belgium, Germany, France, 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

- b) Further flat contribution from unibz:
- 500 € for one semester and for one or two quarters
 - 1000 € for two semesters or three quarters

Additional funding opportunities

The European Union may provide special funding for students whose physical, mental or, more generally, health conditions are such that they cannot participate in the programme without additional funding to contribute to the additional costs incurred as a result of those conditions. By way of example, the following services could be eligible for support, according to individual needs: specific accommodation, travel assistance, medical presence, support equipment, adaptation of learning material, accompanying persons, etc. Students who win a place will have to communicate this condition at the acceptance stage and will therefore be supported by the International Relations Office in the preparation of their application to request any contribution.

We also suggest that you consult *MapAbility* - <https://www.esn.org/mapability-mapt> -, the online tool developed by the Erasmus Student Network (ESN) indicating the accessibility of higher education institutions and their services so that you to make informed choices about the destination of your mobility.

The European Union can allocate an additional 200 € per month to students coming from disadvantaged socio-economic situations. Further notices will follow. Please note that beneficiaries of a grant from the Autonomous Province of Bozen-Bolzano cannot access additional funding for disadvantaged socio-economic situations.

Extensions of the period of stay will not be funded.

2.2. BILATERAL AGREEMENTS MOBILITY GRANTS

All students who will take part in the programme "Bilateral Agreements" at one of the **partner universities in Italy** will receive a mobility grant of **200.00 € gross per month**.

All students who will take part in the programme "Bilateral Agreements" at one of the **non-European partner universities** will receive a mobility grant of **400.00 € gross per month**.

The financial contribution is granted exclusively for the eligible activities, whose consecutive length ranges from a minimum of 3 months (or one academic quarter) to a maximum of 12 months, according to the agreement signed with the partner university.

Please note that the mobility grant only represents a financial supplement to cover the major expenses related to the stay abroad or at the partner universities in Italy. Mobilities within the Bilateral Agreements programme cannot be extended.

2.3. SWISS MOBILITY GRANTS

Swiss universities are in charge of funding study mobilities. In the academic year 2019/20 the amount of the contribution is about **300 €** per month.

The flat contribution from unibz is guaranteed also for mobility to Switzerland:

- 500 € for one semester and for one or two quarters
- 1000 € for two semesters or three quarters

No unibz contribution will be provided in case of extensions of the period of stay.

3. ELIGIBILITY CONDITIONS

a) Requirements

To be eligible for the Mobility for Study 2019/20 the following requirements are needed:

1. being enrolled at unibz in the academic year relevant for this call (students enrolled in single subject courses are not eligible). Students enrolled in interuniversity programmes (eg., double/joint degrees) can apply for Erasmus+ destinations only if the programme's administrative seat is unibz.
2. being enrolled inside the normal duration of the study programme and in a regular position with the payment of tuition fees. Students enrolled before the following year cannot apply:
 - One-cycle master programmes (5 years): before year 2014
 - Bachelor: before year 2016
 - Master: before year 2017
 - PhD programmes (students enrolled in the normal duration of the programme only)
3. to accept the regulation which does not allow exchange students to graduate before the completion of the study period abroad;
4. to apply through the online application form completing all information and documents required (see paragraph regarding the submission of applications)

N.B. All registrations on the application platform must be completed through the official @unibz.it e-mail address. Registrations completed with other e-mail addresses will not be taken into account and will be deleted.

b) Language requirements

The level you are required to certify within the deadline of this call is B1 of the CEFR (Common European Framework of Reference) in the language/s requested by the universities you are applying for.

The [list of partner universities](#) with the relevant languages is available online.

How can you certify a language?

- For the Italian, German and English: linguistic levels registered in the student's academic porta within the deadline of this call (**7 March 2019**) will be taken into consideration.
- The Spanish and French languages shall be certified exclusively by:
 - a) passing an oral exam at the Language Centre that will take place on **13 February 2019 beginning at 2 p.m. in Room A4.15**. Oral exams sit in previous years will not be taken into consideration. In order to enroll, please send an e-mail to language.centre@unibz.it specifying in the e-mail subject line "Language Examination for Mobility Call" by **11 February 2019, at midday at the latest**; or by
 - b) submitting an international certificate whose conformity will be evaluated by the Language Centre. If the certification is issued by an Italian public institution, it must be verified by submitting a self-declaration (in original copy), in accordance with art. 46 of the Presidential Decree, 28 December 2000, nr. 445.

Students attending programmes taught in English only, where the B1 level has already been certified for the admission are not required to submit any further language certificates. If these students select universities where other languages are required, these languages need to be certified according to the modalities described above.

4. LENGTH AND INCOMPATIBILITY

4.1. Erasmus+

Students of the Bachelor, Master and PhD can repeat the Erasmus+ programme. The maximum length for both Erasmus+ study and Erasmus+ Traineeship activities are:

- 12 months per cycle (Bachelor, Master and PhD)
- 24 months in the case of a one-cycle degree (e.g. Master in Primary Education);
- Previous mobility experiences, financed or not, carried out under the Erasmus+ programme are included in the 12/24 months.

Furthermore:

- Grant holders under the Erasmus programme KA1 +, Joint Master Degrees, or Erasmus Mundus scholarship holders cannot apply. It is not possible to benefit from both financial contributions for the same period of mobility.
- PhD scholarships are not compatible with Erasmus+ mobility grants.
- Students who are already granted with EU contributions for stays abroad, which overlap with the Erasmus+ mobility period, cannot apply.

4.2. Bilateral Agreements

- Students can participate in the Bilateral Agreement programme once per study cycle;
- Students who already receive contributions for stays abroad/Italy, which overlap with the Bilateral Agreement mobility period, cannot apply².

4.3. Swiss European Mobility Programme

Any other entry requirements and limitations are established by the Swiss Universities. Please refer to the Universities' websites.

According to their regulations, some Faculties have established a maximum number of credits that can be achieved during the exchange programmes (Erasmus+, Bilateral Agreements and Free Mover). Please refer to the information sheet of each Faculty.

² Not applicable for partner institutions which require tuition fees (e.g., Baruch College, NYC, USA).

5. CHOICE OF THE DESTINATIONS

Students should check on the website of the [partner universities](#) if there are some conditions, which could impede the departure: too close application deadlines, too high linguistic requirements, incompatibility of subjects.

For some destinations, there is a priority set for the assignments. Please check all the information carefully.

Offers that have the indication "offer not yet confirmed by the partner university" mean that at the time of the publication, the partner university has not signed the agreement yet. Therefore, the choice of these destinations does not guarantee that students can benefit from this mobility.

We remind the students selected for an exchange that the final decision on the admission is up to the host universities and that unibz does not guarantee an outplacement.

6. ALLOWED ACTIVITIES E LEARNING AGREEMENT

Allowed activities

Generally, the allowed activities are:

- Educational activities (teaching) and related assessment tests (exams)
- Preparation of the final dissertation
- Internship

In order to check which activities are allowed at each Faculty, please refer to the related Faculty's information sheets.

Learning Agreement (LA)

The Learning Agreement is the programme of the studies to be carried out at the partner university, which guarantees to the outgoing student the recognition of the study activities at the home university.

Before the departure, the student has to elaborate a LA together with the Faculty representative.

The approved LA must be appropriate to the length of the stay and include the acquisition of a number of curricular credits (CFU) equivalent to the corresponding period of study at the home university. The submission of a LA that does not respect the credits envisaged for the length of the stay implies the inability to participate in the exchange programme. For this purpose, please carefully read the "*Regelung zur Anerkennung der Studienzeit im Rahmen eines Austauschprogramms* aufmerksam durchlesen/[Regolamento sul riconoscimento dei periodi di studi nell'ambito dei programmi di scambio](#)" (available in Italian and German only).

If the student also carries out an internship³, this must be included in the LA.

Students of the Faculty of Education can include the internship in the LA, as long as this is compatible with the standards required by the internship regulation of the Faculty. The academic internship tutor will also be the Faculty representative responsible for the signing of the Learning Agreement. In addition, the training period will have to be carried out under the supervision of the host institution.

³ You may combine your study and internship into a single study period, provided that the following conditions are met:

- The internship must take place under the supervision of the host university;
- The internship must be included and approved in the Learning Agreement;
- The two activities (study and internship) must be carried out consecutively;
- The total duration of the combined mobility period is a minimum of 3 months and a maximum of 12 months.

The Learning Agreement is also necessary for the preparation of the dissertation. Please refer to the "*Regelung zur Anerkennung der Studienzeit im Rahmen eines Austauschprogramms* aufmerksam durchlesen/*Regolamento sul riconoscimento dei periodi di studi nell'ambito dei programmi di scambio*" (available in Italian and German).

Recognition

At the end of the period of study, the Faculty will recognize the activities carried out at the destination of the mobility, based on the certification issued by the partner university (the so-called "Transcript of records" or ToR) and on the LA.

Failure to complete the minimum number of curricular credits **implies the obligation to return the total amount of the grant** (see "*Regelung zur Anerkennung der Studienzeit im Rahmen eines Austauschprogramms* aufmerksam durchlesen/*Regolamento sul riconoscimento dei periodi di studi nell'ambito dei programmi di scambio*") (available in Italian and German).

7. SUBMISSION OF THE APPLICATION FORM

All interested students must submit their [online application](#) by the **7 March 2019, at 12 midday**.

- You must register using the official e-mail address @unibz.it. Registrations done with other email addresses will be deleted.
- You can apply for a maximum of two destinations – exclusively among those available for your study programme – in order of preference (2 Erasmus+, or 2 Bilateral Agreements, or 1 Erasmus+ and 1 Bilateral Agreement). Each student will be able to participate only in one exchange programme for each academic year.
- You can fill in your application in several stages, but once proceed with submission, it cannot be changed.
- Incomplete or erroneously completed applications will lead to the annulment of the application.

CHECKLIST OF THE REQUIRED DOCUMENTATION:

[Online application](#) with the following attachments:

- Language certificates, if necessary;
- Only for the Faculty of Design A portfolio is to be hand-delivered by the student at the Faculty secretariat by **7 March 2019, 12 midday**;
- Only for those who intend to prepare their final thesis at the partner institution: form "Proposal of Learning Activities for dissertation" to be delivered at the Infopoint by the deadline of this call, **07.03.2019, 12.00 midday**.

8. SELECTION AND ACCEPTANCE PROCESS

A Commission appointed by the Faculty will prepare a ranking of the candidates – who have submitted a formally valid application and have all the requirements for at least one destination – considering the criteria listed in the information sheets.

Student's Citizenship: if the country of citizenship coincides with the country of the chosen university - limited to this choice - the student will be placed on the ranking after students whose nationality does not coincide.

Acceptance of the exchange mobility

After the selection made by the Faculty and the publication of the rankings, the winners must confirm the acceptance of the exchange place **within the time limit set in the calendar** (see the Faculty's information sheets) following the instructions that will be sent per email. After this deadline, all winners who have not sent the confirmation of acceptance are automatically excluded from the ranking as described later.

Repechage round

The International Relations Office will proceed with a repechage by contacting students via e-mail (@unibz.it) and soliciting their confirmation of acceptance or rejection within a given deadline, usually within 24 hours. Also in this case, a non-response will result in exclusion from the respective ranking list.

Warning: both at the time of the publication of the ranking lists and during the repechage round, the preference expressed in the application form will be taken into account.

If the student is awarded a place in an exchange programme at the destination he or she indicated as his or her first choice, the student will automatically be deleted from the ranking list for the destination he or she indicated as a second choice, whether the student accepts the first choice offer or not.

If the student is awarded a place in an exchange programme he or she indicated as a second choice, in case the student does not accept this offer, he or she will remain on the ranking list for the first choice.

Residual places

After the repechage, any residual places will be offered to suitable candidates on the basis of the general ranking 2019/2020, in compliance with the requirements of this call. For this purpose, the International Relations Office will organize a meeting in which the students are required to participate in order to accept the exchange place they will eventually be offered. Depending on the number of days needed for the repechage, the meeting will take place within 12 April 2019. If the student cannot attend because of serious justified reasons (e.g. the student is currently studying or carrying out an internship abroad, etc.), there is the possibility to authorize another person by written authorization. The date and time of the meeting will be communicated via the academic e-mail address (...@unibz.it).

At the end of the repechage round and the allocation of any residual places, the names of the selected students will be communicated by the International Relations Office to the partner universities and students will be able to take direct contact with their host universities.

The International Relations office retains the discretion to offer potential vacant destinations – following late withdrawals – to students in the ranking list who have not been assigned a mobility. The requirements achieved by the deadline of this call shall apply.

Responsibility of the winners

Winners are required to:

1. Fulfill the administrative requirements (application procedure) set by the partner universities (application form, language certificates and other documentation, accommodation reservations etc.). It is part of the student's responsibility to inquire about the administrative requirements and the deadlines set by the partner institutions, as well as to respect them, otherwise the candidate might incur the risk of not being accepted by the partner university;
2. Prepare a Learning agreement together with the Faculty representative. The essential condition for the mobility grant is that the LA must be signed by the student, the Faculty representative and the partner university.
3. Sign an individual contract with unibz;
4. Inform immediately the International Relations Office in case of withdrawal. This would allow other students to benefit of the exchange.
5. In case the university requires a level above B1, the student must certify the level within the submission of the application form to the partner university or within the beginning of the mobility period.

Before the departure, the winners are required to:

1. Renew the enrolment at unibz for the academic year 2019/20;
2. Be enrolled in the second year of the course of study at the time of departure.

Applicants should also be reminded that in recent years changes in international affairs have resulted in new risk factors associated with international travel. We therefore recommend that students inform themselves in advance about the social and political context in which they hope to conduct their exchange. Please check the ministerial website "[Viaggiare Sicuri](#)" for further information.

9. CONTACTS

International Relations Office

Campus Bolzano – Bozen, piazza Università 1, Infopoint A1.01

Monday: from 14:00 to 16:00

Tuesday: from 10:00 to 12:30

Thursday: from 10:00 to 12:30

international.relations@unibz.it

10. CHECKS

We inform you that, in accordance with the Presidential Decree art .71 445 of 28/12/2000, the Administration will run checks, including sample checks, in all cases where there are reasons to doubt the truthfulness of self-certifications.

11. LANGUAGES

This selection of announcement has been translated from the Italian. If there are any doubts concerning the language, consider the Italian language.

12. PRIVACY POLICY

This information is to be considered as an integration of the note provided in compliance with art. 13 of EU Regulation 679 / 2016 – Data Protection Code (DPC) - at the time of enrollment at the Free University of Bozen-Bolzano which is referred here in full. Your data collected today for the completion of the selection procedure and possibly additional to those provided at the time of enrollment at the University, are treated in compliance with the aforementioned regulation as well as with current regulations. As a participant in the selection process, your personal data required for the publication of the ranking will be published in the cockpit of the university together with the ranking-points you achieved.

13. PROCEDURE'S RESPONSIBILITY

In accordance with the Law of the 7 August 1990 nr. 241 and subsequent amendments and additions, the person responsible for the procedure of the present call for application is dott. Dario Recla, International Relations Office, Piazza Università 1-39100 Bozen-Bolzano - phone 0471 012500, fax 0471 012509, e mail: international.relations@unibz.it

NOTE: ALL ACTIVITIES CONNECTED TO ERASMUS+ DESTINATIONS MENTIONED IN THIS CALL FOR APPLICATION ARE SUBJECT TO THE SIGNING OF THE FINANCIAL

**AGREEMENT ERASMUS + - STUDY MOBILITY FOR THE ACADEMIC YEAR 2019/20,
BETWEEN THE NATIONAL AGENCY INDIRE / ERASMUS + AND THE FREE
UNIVERSITY OF BOLZANO. THEREFORE, THE PUBLICATION OF THIS CALL FOR
APPLICATION IS SUBJECT TO CONDITIONS.**

Bozen-Bolzano, February 4th, 2019