

STUDY MOBILITY ERASMUS+ & "BILATERAL AGREEMENTS" PROGRAMMES

Call for Applications - academic year 2020/21

Approved by Rector's Decree.

ONLINE APPLICATION DEADLINE

Friday, 06 March 2020, 12 noon

1. STUDY MOBILITY PROGRAMMES

For the academic year 2020/21 the Free University of Bozen-Bolzano (unibz) issues a call for applications for study mobility in the following areas:

- **The Erasmus+ Study Mobility Programme:**
This programme allows unibz students to spend a study period at universities abroad, which have signed a cooperation agreement with unibz. The duration of the stay is minimum 3 months and for a maximum of 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 2021. The programme is promoted by the European Union.
- **The "Bilateral Agreements" Programme:**
This programme offers study mobility opportunities regulated by bilateral agreements with countries not participating in the Erasmus+ Programme or with Italian universities. It allows students to spend a study period at universities which have signed a cooperation agreement with unibz.
The "Bilateral agreements" programme is promoted by unibz.
- **The Swiss Mobility Programme:**
The programme provides for study opportunities in Switzerland – which is not participating in the Erasmus+ Programme -, at universities that have signed a cooperation agreement with unibz.
The financing of the mobility periods is borne by the Swiss universities.

During their stay at the host universities, students will be required to carry out the learning/educational activities approved in the Learning Agreement before departure.

The students will benefit from the status of "exchange student", which entails the following advantages:

1. exemption from paying tuition fees at the host institution¹ (the student continues to be enrolled and to pay the university fees at unibz);
2. use of the services activated on partner's campus (canteens, library, etc.);
3. language courses;
4. the activities carried out abroad will be recognized by the relevant Faculty at unibz.

2. MOBILITY GRANTS

2.1. ERASMUS+ GRANTS FOR MOBILITY AND FOR SPECIAL NEEDS

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

The Erasmus+ grants consist of:

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

Mobility to Group 1 countries: 300 €² per month
 Mobility to Group 2 countries: 250 €³ 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) An additional flat-rate contribution is granted by unibz for each semester spent abroad:
- o 500 € for one semester and for one or two quarters
 - o 1,000 € for two semesters or three quarters

Additional funding opportunities

The European Union may provide special funding for students whose general health conditions or whose physical or mental conditions are such that they could not participate in the programme without additional funding aimed at contributing to the additional costs deriving from those conditions. For example, the following services could be eligible for support according to the individual needs: special accommodation, travel assistance, medical assistance, support equipment, adaptation of the learning material, accompanying persons, etc. Students with special needs who win a grant will have to notify their condition upon acceptance and will then be supported by the International Relations Office in preparing their application to request any contribution.

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

The European Union can allocate additional 200 € per month to students coming from disadvantaged socio-economic situations. Further information will be made available when the financial agreement is signed. 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 mobility period are normally not funded. unibz reserves the right to use any remaining European funds to finance authorized extensions within the limits of the available amounts. In any case, the flat-rate contribution from unibz is not granted in the event of an extension.

2 The amount for 2020/21 is subject to confirmation by the Erasmus National Agency.
 3 The amount for 2020/21 is subject to confirmation by the Erasmus National Agency.

2.2. "BILATERAL AGREEMENTS" MOBILITY GRANTS

All students who will take part in the "Bilateral Agreements" programme at one of the **partner universities in Italy** will receive a mobility grant of **200.00 € gross per month**. All the students who will take part in the "Bilateral Agreements" programme 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 carrying out eligible activities and for an uninterrupted period of time ranging 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 is only meant as a financial supplement to cover the major expenses resulting from the stay abroad or at the partner universities in Italy. The mobility period within the "Bilateral Agreements" programme cannot be extended.

2.3. MOBILITY GRANTS FOR SWITZERLAND

The financing of the mobility period is borne by the Swiss universities. For the academic year 2020/21 the amount of the contribution is about **390.00 €** per month.

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

- 500 € for one semester and for one or two quarters
- 1,000 € for two semesters or three quarters

The flat-rate contribution from unibz will not be granted in the event of an extension of the period of stay.

3. REQUIREMENTS FOR ADMISSION

a) Formal requirements

Applicants for the 2020/21 Study Mobility call must meet the following requirements in order to be eligible:

1. To be enrolled at unibz for 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 unibz is the programme's administrative seat.
2. To have passed all the exams scheduled within the chosen study plan and to have duly effected all the payments for tuition fees by the departure date. Students, for whom the below cases apply are not eligible:
 - One-cycle master programmes (5 years): registration earlier than 2016
 - Bachelor: registration earlier than 2018
 - Master: registration earlier than 2019
 - PhD programmes (only students who have kept up with the regular duration of their study programme are eligible)
3. to accept the provision, according to which exchange students are not allowed to graduate before they have completed their study period abroad;
4. to register by means of the online application form, filling in all information and attaching the documents that might be required (please see the paragraph on the submission of applications)

b) Language requirements

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

Please follow the link to the [list of partner universities](#) and the relevant language requirements.

How can you certify your proficiency?

- For the Italian, German and English languages: reference will be made to the language proficiency level recorded in the student's academic career report at the date of deadline of this call (**06 March 2020**).
- For the Spanish and French languages: proficiency shall be certified exclusively as follows:
 - a) by means of an interview that can be taken at the Language Centre **Room A4.15** on **17 February 2020, beginning at 3 p.m. in room A4.15**. Interviews taken in previous years will not be considered as valid. In order to register for the interview, please send an e-mail to language.centre@unibz.it by **14 February 2020, at 12 noon at the latest**, specifying "Language Examination for Mobility Call" as the object of the e-mail ; or
 - b) by submitting an international certificate that will need to be evaluated by the Language Centre. In the case of a certification issued by an Italian public institution its attainment must be certified by submitting a self-declaration, in accordance with art. 46 of the Presidential Decree #445 dd. 28 December 2000.

For students attending study programmes taught in English only, the B1 proficiency level will be considered as attained and no further language certification will be required. Should these students choose universities where the teaching language is different from English, then the teaching language will need to be certified according to the above points.

4. LENGTH AND INCOMPATIBILITY

4.1. Erasmus+

Bachelor, Master and PhD students can take part in the Erasmus+ programme more than once. The maximum length for each study mobility period for Erasmus+, including the 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, whether financed or not, carried out under the Erasmus+ programme are included in the 12/24 month period stated above.

Furthermore:

- Mobility grant holders under the Erasmus programmes KA1 +, Joint Master Degrees, or Erasmus Mundus cannot apply as 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 EU contributions for stays abroad, which overlap with the Erasmus+ mobility period, cannot apply.

4.2. Bilateral Agreements

- Students can participate in the "Bilateral Agreements" programme once per study cycle;
- Students who will be granted a contribution under a "Bilateral Agreements" type of programme will not be allowed to receive any other contribution for exchange

programmes abroad or in Italy, the duration of which would fully or partially overlap with the "Bilateral Agreements" mobility period⁴.

4.3. Swiss European Mobility Programme

Possible reasons for access limitations and incompatibilities shall be determined by the Swiss Universities. Please refer to each University' website.

4.4. Maximum number of credits

In compliance with the relevant Faculty's Study 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.

5. CHOICE OF THE DESTINATIONS

Students should check on the website of the [partner universities](#) whether some of the terms could preclude departure, e.g.: application deadline is too close, the language requirements are too high, the course offer is incompatible.

For some destinations, priorities are set for the assignments. Please check all the information carefully.

If an offer is accompanied by the following statement: "offer not yet confirmed by the partner university", it means that the partner university had not yet signed the agreement by the time the call was launched. Therefore, choosing of these destinations does not guarantee that the winner will in fact benefit from this mobility.

We remind the students selected for an exchange programme that the final decision on their admission is up to the host universities and that unibz cannot guarantee that they can find a new destination.

6. ALLOWED ACTIVITIES E LEARNING AGREEMENT

Allowed activities

In general, the allowed activities are:

- Educational activities (courses) and related assessment tests (exams)
- Preparation of the final dissertation
- Internships

Specifically, students are advised to check, which activities their Faculty allows to this purpose, please refer to each Faculty's information sheets.

Learning Agreement (LA)

The Learning Agreement is the programme for the studies to be carried out at the partner university, which guarantees to the students that their study activities will be recognized by their home university upon their return.

Before departure, the student must draw up a LA together with the Faculty representative.

The approved LA must be appropriate to the length of the stay and lay down the requirement that the student acquire a number of curricular credits (CFU) equivalent to the corresponding period of study at the home university. Submitting a LA that does not comply with the credits required for the length of the stay makes it impossible for the student to participate in the exchange programme. For this purpose, please carefully read the "*Regelung zur Anerkennung*

⁴ Not applicable for partner institutions which require tuition fees (e.g., Baruch College, NYC, USA).

der Studienzeit im Rahmen eines Austauschprogramms / Regolamento sul riconoscimento dei periodi di studi nell'ambito dei programmi di scambio" (available in Italian and German).

If the student also carries out an internship⁵, 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 Faculty's regulation on internships. The academic internship tutor must be the same person appointed as the Faculty representative in charge of the signing of the Learning Agreement. In addition, the training period will have to be carried out under the supervision of the host institution.

The Learning Agreement is mandatory also in the case the students intend to prepare the final dissertation at the partner university. Please refer to the "*Regelung zur Anerkennung der Studienzeit im Rahmen eines Austauschprogramms / 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 during the mobility period basing on the certification issued by the partner university (the so-called "Transcript of records" or ToR) and on the LA.

Failure to achieve the minimum number of recognized curricular credits **results in the obligation to return the total amount of the grant** (see "*Regelung zur Anerkennung der Studienzeit im Rahmen eines Austauschprogramms / 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 **06 March 2020**, at **12 noon**.

- For the registration and the correct filling-in of the [online application](#) you must use your unibz institutional email address only.
In case of doubt, the correct format of the address to be used can be found here: <https://cockpit.scientificnet.org/pages/settings/common/profile.aspx>
Applications received from e-mail accounts other than your unibz e-mail address will not be taken into consideration.
- You can apply for a maximum of two destinations – exclusively among those available for your study programme – by 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 steps, but after you click on the "submit" button no further changes will be possible.
- Incomplete or inconsistently filled-in applications will be void. **IMPORTANT: Applications that will show a status other than SUBMITTED, i.e. that were not officially submitted, at the set deadline, will be excluded from the selection procedure.**

CHECKLIST OF THE REQUIRED DOCUMENTATION:

The online application must be fully filled in and be accompanied by the following attachments:

⁵ 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.

- Language certificates, if necessary;
- Only for the Faculty of Design and Art: A portfolio is to be hand-delivered by the student at the Faculty secretariat by **06 March 2020, 12 noon**;
- Only for those who intend to prepare their final dissertation at the partner institution: the "Proposal of Learning Activities for dissertation" form must be submitted to the International relations office by the deadline of this call, that is, **06 March 2020, 12 noon**.

8. SELECTION AND ACCEPTANCE PROCESS

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

Student's citizenship: As per programme's rules, if the student's country of citizenship coincides with the country of the chosen university, in respect of this choice only the student will be ranked after the students whose nationality does not coincide.

Acceptance of the exchange mobility

After the selection made by the Faculty and the publication of the ranking, the winners must confirm the acceptance of the exchange destination **within the time limit set in the calendar** (please refer to the Faculty's information sheets) by following the instructions that will be sent per email. After this deadline, all the winners who have not sent their confirmation of acceptance will lose their entitlement to the assigned destination.

Repechage checking of the winners' lists

The International Relations Office will check the winners' lists by contacting the students via e-mail (@unibz.it) and requesting confirmation of acceptance or rejection within a given deadline, usually within 24 hours. In this case, too, failure to reply will result in exclusion from the relevant ranking list.

Warning: The preference expressed in the application form will be taken in to account both at the time of the publication of the ranking lists and during the checking step.

Students awarded a place in an exchange programme at the destination they indicated as their first choice will be automatically deleted from the ranking list for their second-choice destination, no matter if they accept the first choice offer or not.

Students awarded a place in an exchange programme at the destination they indicated as their second choice will remain on the ranking list for their first-choice destination in case they do not accept the first offer.

Residual places

After the lists' checking, residual places will be offered to suitable candidates on the basis of the general 2020/2021 ranking, 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 destination they might be offered. The meeting will take place within 9 April 2020, the exact date depending on the number of days needed for the checking procedure. If a student cannot attend due to serious justified reasons (e.g. the student is currently studying or carrying out an internship abroad, etc.), he/she may delegate a person in his/her place by written proxy. The date and time of the meeting will be communicated via the institutional e-mail address.

At the end of the lists' checking and subsequent 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.

In cases of belated waivers, during the year the International Relations Office reserves the right to offer the vacant destinations to eligible students who are not assignees of mobility by first

scrolling through the rankings for each destination and then through the general one. In any case, only the qualifications attained by the deadline of this call shall apply.

Responsibility of the winners

Winners must:

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 gather all the necessary information about the administrative requirements and the deadlines set by the partner institutions as well as to comply with them, lest they might not be accepted by the partner university;
2. Prepare a Learning agreement together with the Faculty representative. Essential condition for attaining the status of "exchange student" and the mobility grant is that the LA be signed by the student, the Faculty representative and the partner university.
3. Sign an individual financial contract with unibz;
4. Inform the International Relations Office immediately in case of waiver due to serious and justified reasons. Please mind that a belated waiver and/or notice might cause another student to miss the opportunity of taking part in an exchange programme;
5. In the event the partner university requires a language proficiency level above B1, the student must certify the proficiency according to the procedures and deadlines set by the partner university.

Before departure, the winners are required to:

1. Renew the enrolment at unibz for the academic year 2020/21;
2. Be enrolled at least in the second year of the course of study at the time of departure, complying with the requirements of their study programme.

IMPORTANT: In recent years the international scenario has seen a progressive change that has led to the appearance of new risk factors (e.g. political upheavals, acts of terrorism, natural disasters, health emergencies). Students are required to inform themselves in advance about the context of their country of destination also through the website "[Viaggiare Sicuri](#)" managed by the Ministry of Foreign Affairs. Students must be aware that a planned mobility could be hindered by a risk factor. In this case, the International Relations Office cannot guarantee the relocation of the mobility to another university in the event of cancellations due to force majeure, or for precautionary reasons, especially if they occur close to the departure to the original destination.

Finally, the stipulation of a worthwhile private health/travel insurance policy is always recommended, especially for non-European destinations. The travel insurance policy stipulated by unibz does not cover students who make a mobility to countries indicated as "at risk", even partial, before departure, as listed on the website <https://www.bmeia.gv.at/reise-aufenthalt/reisewarnungen/>

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

Please be informed that in accordance with art 71 of the Presidential Decree # 445 dd. 28/12/2000, the Administration will carry out appropriate checks, including sample checks, in all the cases where well-founded doubts arise as to the truthfulness of the self-certifications.

11. LANGUAGES

This call for applications has been translated from the Italian language. If there are any doubts concerning the language, the Italian version should be considered as valid.

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 recalled here in full. Your personal 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 necessary for the publication of the ranking will be published in the online Study Guide 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 PROVIDED FOR IN THIS CALL FOR APPLICATIONS ARE SUBJECT TO THE SIGNING OF THE FINANCIAL AGREEMENT RELEVANT TO "ERASMUS + - STUDY MOBILITY FOR THE ACADEMIC YEAR 2020/21" BETWEEN THE INDIRE / ERASMUS + NATIONAL AGENCY AND THE FREE UNIVERSITY OF BOZEN-BOLZANO. THEREFORE, THE PUBLICATION OF THIS CALL FOR APPLICATIONS IS SUBJECT TO CONDITIONS.

Bozen-Bolzano, (date of the Rector's Decree)