

## **STUDY MOBILITY ERASMUS+ & "BILATERAL AGREEMENTS" PROGRAMMES**

### **Call for Applications - academic year 2023/24**

Approved by Rector's Decree.

#### **ONLINE APPLICATION DEADLINE:**

**Thursday, 09 March 2023, 12 noon**

### **1. STUDY MOBILITY PROGRAMMES**

For the academic year 2023/24 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 2 months and for a maximum of 12 months, according to the agreement signed with the partner university. 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, which will have to be completed by **30 September 2024**, 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 institution<sup>1</sup> (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**

<sup>1</sup> Not applicable to mobilities at the Baruch College or Stern 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):
- 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 funded

for mobilities towards:

Group 1 (high cost of living): <b>Euro 350 per month</b>	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway
Group 2 (average cost of living): <b>Euro 300 per month</b>	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal
Group 3 (average-low cost of living): <b>Euro 250 per month</b>	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Serbia, Turkey

Amounts for 2023/24 are subject to confirmation by the Erasmus National Agency. The Erasmus programme invites students in mobility to opt for environmentally sustainable travel, i.e. by train or bus. In this case, they can receive a flat-rate EU contribution of EUR 50 as a supplement to their Erasmus grant. The payment of the contribution is subject to the verification of the travel document/ticket which the student must forward to the International Relations Office upon return from the Erasmus mobility.

- b) An additional flat-rate contribution is granted by unibz for each semester spent abroad:
- 500 € for one semester and for one or two quarters
  - 1,000 € for two semesters or three quarters

**Please note:** Mobility to the country of residence is not permitted under the Erasmus programme.

### **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 250 € per month to students coming from disadvantaged economic situations - as per the relevant ISEE certification - that unibz provides

up to four months in a semester of mobility. 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 economic situations.

By signing the Erasmus Charter for Higher Education (ECHE) 2021-2027, unibz has committed itself to adhere to the principles of non-discrimination, transparency and inclusion of the Erasmus programme and to ensure equal opportunities for participants from all backgrounds, with particular attention to those with fewer opportunities.

Financial top-ups may therefore be awarded to those who are in a documented disadvantaged condition (e.g. students from migrant backgrounds, students with minor children, orphans, professional athletes, workers).

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.

## **2.2. "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. In emergency situations and if conditions are met, a mobility may, in agreement with the partner, be carried out virtually: in this case no grant is provided.

## **2.3. MOBILITY GRANTS FOR SWITZERLAND – "SWISS MOBILITY"**

The financing of the mobility period is borne by the Swiss universities. For the academic year 2023/24 the amount of the contribution is about **400.00 €** 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 2023/24 Study Mobility call must meet the following requirements in order to be eligible:

1. To be enrolled at unibz in the academic year of publication of 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. In the case of double enrolment in different degree courses, the student may apply for the destinations open to only one of the two courses and thus benefit from the potential mobility grant for only one of the courses.

2. Not to be enrolled beyond the regular time to attain the degree ("fuori corso") 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 2019
  - Bachelor: registration earlier than 2021
  - Master: registration earlier than 2022
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 (**09 March 2023**).
- For the Spanish and French languages: proficiency shall be certified exclusively as follows:
  - a) by means of an interview that takes place on **15 February 2023, beginning at 3 p.m.** 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.certification@unibz.it](mailto:language.certification@unibz.it) by **13 February 2023, 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 period.

#### **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's 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 decree with criteria approved by 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.

#### **Please note:**

- For reasons related to the reorganisation of some of our partners, it is not possible to offer some destinations in the "Bilateral Agreements" programme in time before the closing date of this call for applications. Should some of these destinations become available at a later date, the International Relations Office reserves the right to make them available to successful candidates who have not yet been allocated an exchange place, while respecting the general ranking list;
- The phase of stipulating and/or renewing Erasmus agreements for the 2021-2027 programme has not yet been completed, as it is subject to the new digital procedures required by the European Commission, which are not yet fully functional. Although the

International Relations Office is committed to confirming all the Erasmus destinations offered in this call, their final availability is not guaranteed.

## 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 unibz "*Regulation on student mobility within exchange programmes*" (available in Italian and German).

If the student also carries out an internship<sup>2</sup>, 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 unibz "*Regulation on student mobility within exchange programmes*" (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 the unibz "*Regulation on student mobility within exchange programmes*", available in Italian and German).

## 7. SUBMISSION OF THE APPLICATION FORM

---

<sup>2</sup> 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;
- In combined mobility, the duration of the internship must be less than 60 days.

All interested students must submit their application **exclusively [online](#) by 09 March 2023, at 12 noon.**

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) and you can express a preference for the semester in which you wish to carry out the mobility (the availability of the semester for which you have expressed a preference is not always guaranteed). Each student will be able to participate only in one exchange programme for each academic year.

Incomplete or inconsistently filled-in applications will be void. Technical problems in filling in the online form can only be taken into account if reported before the deadline.

#### CHECKLIST:

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

- Language certificates, if necessary;
- Only for the Faculty of Design and Art: Portfolio to be sent in PDF format (students of the Master in Eco-Social Design may alternatively send the link to the online portfolio) to Ms Elena Ghizzo – [elena.ghizzo@unibz.it](mailto:elena.ghizzo@unibz.it) - by **09 March 2023, 12 noon**. Please note: the Faculty of Design and Art will also be holding a selection interview for eligible candidates on 20 March 2023 via Microsoft Teams.
- 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, **09 March 2023, 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 decree.

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 citizenship 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 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 into 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 2023/2024 ranking, in compliance with the requirements of this call. For this purpose, within the month of April 2023, the International Relations Office will contact the suitable candidates and submit the list of the residual destinations.

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 renew the enrolment at unibz for the academic year 2023/24;

**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/Covid-19). 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. In any case, any relocation may only take place within the academic year of reference of this call for applications, with the mobility to be concluded by 30 September 2024.

Finally, the stipulation of a worthwhile private health/travel insurance policy is essential, 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

Tel +39 0471 012500

[international.relations@unibz.it](mailto: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](mailto:international.relations@unibz.it)

**PLEASE NOTE: The contents of this call for applications may be subject to changes following further provisions by the European Commission and/or the Erasmus National Agency. Furthermore, all the activities envisaged by this call are subject to the signing, for the destinations of the Erasmus+ programme, of the financial agreement Erasmus+ - Mobility for study a.y. 2023/24 between the Erasmus National Agency and unibz. Therefore, the publication of the present call is to be understood as conditional.**

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