

# ERASMUS+ Programme<sup>1</sup>, Key Action 1 MOBILITY FOR STUDIES<sup>2</sup> A.Y. 2019-2020 CALL FOR APPLICATION

FOR THE ALLOCATION OF INDIVIDUAL MOBILITY GRANT  
FOR PURPOSES OF STUDY ABROAD

**Deadline**  
**February 28<sup>th</sup>, 2019 at 12.00**

**Programme co-financed by the Italian Ministry of Education, University  
and Research - MIUR and the European Commission.**

Conditions provided by this call for application may be modified or be subject to integrations,  
according to the publication of updates to the Italian and European regulations on Erasmus+  
Programme 2014-2020.

**Payment of individual student mobility grants for study/traineeship abroad -  
hereafter called the Grant - will be made after disbursement of EU grants by the Erasmus+  
INDIRE National Agency**

## GENERAL CONDITIONS

ERASMUS+ Programme, Key Action 1 Student Mobility for study and traineeship, hereafter called the Programme, is developed based on bilateral/multilateral agreements between European Universities, hereafter called Host Universities, and the University of Rome Tor Vergata. By means of bilateral/multilateral agreements, the University offers to its students a very wide range of teachings abroad thus implementing the process of internationalization and, at the same time, greatly expanding the training offer.

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<sup>1</sup> REGULATION (EU) NO 1288/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing "Erasmus+", the European Union Programme for education, training, youth and sport applying from January 1st, 2014 to December 31, 2020.

<sup>2</sup> The Attachments of each School/Department, when provided for by individual Study Courses and Bilateral/Multilateral Agreements, may provide a mixed study/traineeship mobility. Traineeship is a working period abroad during which no exams can be taken.

Therefore, it is up to the University to organize the mobility in general, to receive and disseminate information from the Commission through the EACEA, to retrieve and to manage funds and to supervise the quality of mobility. Schools/Departments are responsible for the maintenance of long-term agreements established with partner universities abroad, for the drafting of new agreements in order to enrich the educational offer and, last but not least, the selection of candidates. Based on what above exposed, each School/ Department indicates to the University the members of the Evaluating Commission, hereafter called *Commission*, consisting of a minimum of three members, two teacher (possibly representative of the programme) and the Erasmus administrative contact person. The Commission is named by the Rector.

After collecting submitted applications, within the deadlines, the Commission arranges to draw up the ranking list by merit, which will be published with possible terms for claims set out.

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

**Please note:** The failure by the candidate to show up (or by a delegated person with a signed proxy and a copy of a valid document of both the delegator and the delegate) at the meeting will be considered by law as a renunciation of participation in the Programme.

After the meeting, each School/Department will proceed with the definitive assignation of grants, thus communicating to the Erasmus+ Office of the University the formal acceptances of the admitted students, a list of these admitted students, specifying place and duration, and a list of admitted students in reserve (non-grantees).

After the selection and the award of the EU Programme grant, the student, **before his departure**, has to sign an *Agreement for Mobility* with the University, hereafter called *Agreement*. The signature of the *Agreement* will be considered a formal acceptance of the EU Programme Grant. The subject of the *Agreement* is the student mobility. Therefore, the *Agreement* will be effective from the actual mobility of the selected applicant/grantee.

Each School/Department takes care of the publication of the Attachment of the call for application of the Programme with all the information concerning the places available, applications' deadlines, specific forms, criteria of selection and evaluation and any special conditions (**check School/Department's attachments**).

As regards didactic activities that can be taken at the Host University, the grantee will have to prepare the **Learning Agreement**<sup>3</sup> before departure as indicated by the Erasmus+ Office of each School/Department (see Attachments).

### INSTRUCTIONS FOR THE VISA

The student will have personally to get information on:

- ✓ possible regulations about the entrance in the host country by contacting in due time the competent diplomatic offices (Embassies and Consulates) in Italy;
- ✓ health care in the host country. Students have to refer to their Local Health Centre (i.e. ASL) or to diplomatic offices.

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

### INSTRUCTIONS FOR ACCOMMODATION

Host Universities generally help students find an accommodation -when possible at a fixed price- in University campuses or halls of residency. Erasmus+ Office of each School/Department is in charge of communicating to Host Universities the names of grantees per semester.

Information about Host Universities can be asked at the Erasmus+ Office of each School/Department.

## ART. 1 – PARTECIPATION REQUIREMENTS

Students or graduating students in the academic year 2018-2019 who will be **regularly enrolled** in a course of study, coherent with the previous one, for the academic year 2019-2020 can apply.

**Please note:** The student who has not completed the regular enrollment in the academic year 2019-2020 before departure (for example, the student who does not pay the taxes by applying for the

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<sup>3</sup> Student's mobility always depends on acceptance by the Host University. The form "Learning Agreement" is a fundamental document for mobility that has to be approved and signed by the Home University, the Host University and the student before departure.

“cautelativa”, etc.) automatically loses the right to mobility and can not benefit the Erasmus status or the community contribution.

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

- ✓ not benefit at the same time of a European Community grant for other programmes or from actions funded by the European Commission or from a grant under other international mobility programmes of this University and/or equivalent to those in this University;
- ✓ not have reached the maximum number of months of mobility allowed by the Erasmus+ programme in his/her cycle of studies (Erasmus+ allows different periods of mobility per cycle of study, whether it is for study or training period. A total of 12 months of mobility is allowed for each cycle of study, Bachelor’s programme, Master’s programme, PhD/postgraduate’s programme and a total of 24 months for the one-cycle programme).

**Please note:** Mobility towards the student’s country of residence is not allowed.

### LINGUISTIC KNOWLEDGE

It is **strongly recommended** to have a proven knowledge of the language(s) spoken in the country of destination or the language accepted by the host University as “learning language”.

In fact, the Programme is developed on the basis of bilateral/multilateral agreements between the Host University and the Home University, which require a specific level of linguistic knowledge (A1, A2, B1, B2, C1, C2).

Based on these agreements, **the Host University has the right not to accept** the student -even after the allocation of the grant- if deemed unprepared on a linguistic level.

**The Agreement may provide that the level of linguistic knowledge be certified**, which means that it may require a **certification (compulsory)** issued by a qualified Institute or Body. **The agreement may provide that the level of linguistic knowledge is not necessarily certified**, which means that it may require a simple **certificate indicating** the level reached (A1, A2, B1, B2, C1, C2) issued by a qualified Institute or Body.

**As concerns the language requirements for the selection of candidates, please refer to the attachments of each School.**

The **European service of linguistic support online (OLS)**<sup>4</sup> is an important innovation introduced by the Programme. It gives to participants in mobility activities the opportunity to assess their knowledge of the language they will use to study abroad and to take an online language course for free to improve their skills.

## Art. 2 – SUBMISSION OF APPLICATIONS

Submission of applications will occur online only, by filling out the form available at the following link: <http://mobint.uniroma2.it/erasmus/candidatura/Default.aspx>.

The submission form will be available on line starting from the issue of the Rector's Decree.

**The deadline** for submitting the form is on **February 28<sup>th</sup>, 2019 at 12 o'clock**.

**Please note:** The candidate is entirely responsible for filling out the application form. At the expiry of the call, applications that do not result "Validated" (completed and closed) online will be considered void, as well as applications containing incorrect or untrue data.

## Art. 3 – MOBILITY

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

- ✓ the student or graduating student will be not enrolled in the University of Rome Tor Vergata in a session of the academic year 2019/2020 and he/she is not enrolled or graduating in the academic year 2018/2019;
- ✓ the student has not completed the registration (not paid the fees) for the a. y. 2019-2020 before departure;
- ✓ the Host University does not authorise activities provided for in the student's Learning Agreement;

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<sup>4</sup> <http://www.erasmusplus.it/universita/ols-supporto-linguistico-online/>

- ✓ the student is not in order with other public administrations which he/she is related with for study reasons (i.e. Laziodisu).

**Grants are available for a duration of 3 to 12 months (not less than 90 days).**

For mobility periods of less than 12 months, students may ask the School/Department an **extension** of the mobility period within the same academic year and at the same location but without **additional**

**Grant**. The request should be formally submitted to the School/Department of Home University, which can accept it or reject it if the extension's reasons are not properly justified.

The University Erasmus+ Office - once the contract is modified and documents for the additional study period are submitted- can add a supplement for the extension of the mobility period if there will be an amount available at the moment of the final reporting.

**Before departing, the student has to:**

- ✓ sign the MOBILITY AGREEMENT;
- ✓ sign the CODE OF CONDUCT of students during mobility periods;
- ✓ sign the LEARNING AGREEMENT (see attachments).

**After returning from the mobility period**

The student will have to submit the following documents to the Erasmus+ Central Office of the University of Rome Tor Vergata within 15 days after returning from mobility (and no later than October 10, 2020):

- ✓ ***Original copy of Confirmation Letter or Learning Agreement*** issued by the Host University containing exact dates of arrival and departure;
- ✓ ***Original copy of the transcript of Records*** issued by the Host University (when possible);
- ✓ ***the proof*** of the **final, compulsory**, language test (OLS).
- ✓ ***“Participant Record”*** to fill out online on the website indicated via email by the EACEA;

To submit a request for the recognition of the mobility period in the framework of the Programme by the home School/Department and/or Study Course, it is necessary to have an **authorization** by the Erasmus+ Office of the University. The Office will issue that authorization when the administrative position of the student is regularised.

**The mobility period shall end anyway before September 30<sup>th</sup>, 2020.**

### EARNING A MINIMUM NUMBER OF CREDITS FROM THE HOST UNIVERSITY

As indicated by the European Commission, the University requires that the student participating in the Programme earns a minimum number of credits (ECTS) at the Host University provided for one year by the current didactic programme. The student spending a year abroad should earn at least 24 credits; the student spending a semester abroad should earn at least 12 credits; the student spending three months abroad should earn at least 6 credits.

**Please note:** For each month the students must have acquired at least 2 CFU.

If this is not achieved, the University will not pay to the student the EU grant and will request the student to return any fund already paid. The Programme Board of the School/Department can evaluate special cases-like mobility for graduation thesis- upon written request by the student. Grantees enrolled in PhD courses are not required to earn credits.

In the framework of the Programme, **traineeships** are certified through a *Traineeship Certificate* issued by the Host University. After authorization by the Council of the Study Course, a traineeship can allow (when provided) the recognition of the work experience abroad as part of the student's training course and the achievement of Credits (ETCS) as well as the mentioning of the traineeship experience in the Diploma Supplement.

Non-EU students wishing to participate in the Programme shall personally refer to the Embassies of their country in due time to obtain a Visa for entry for the country where they intend to carry out the mobility, with no additional burden for the Administration.

## Art. 4 –THE MOBILITY GRANT

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

- A.** Erasmus monthly scholarship for an amount corresponding to 250.00 or 300.00 euros. The amount depends on the destination country (see Table 1)<sup>5</sup>. The scholarship is granted to all students on the move, excluding students on the move to the Swiss Confederation;
- B.** Supplementary contribution for students in disadvantaged economic situations.

It may also be envisaged an integration of the Community Contribution for disadvantaged students according to the provisions of the note MIUR - Ministerial Decree of 29 December 2017 n. 1047. (condition to be reported through ISEE at the time of enrollment for the academic year 2019-2020).

**Please note:** Students who do not respect the conditions set out in Article 2, paragraph 2 of said Decree, will not receive the MIUR contribution: "The resources are used by the Universities in favor of all students enrolled within the normal duration of the course increased by one year".<sup>6</sup>

**Please note:** For the purposes of participation in the Erasmus Call, students who do not indicate ISEE at the time of enrollment in the academic year 2019-2020 will automatically lapse from the right to the contribution and it will not be possible for any reason to integrate or modify the ISEE after enrollment.

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<sup>5</sup> [http://www.erasmusplus.it/wp-content/uploads/2015/01/Disposizioni-nazionali-allegate-alla-Guida-al-Programma-2018\\_HIGHER-EDUCATION\\_V.2\\_16\\_03\\_2018.pdf](http://www.erasmusplus.it/wp-content/uploads/2015/01/Disposizioni-nazionali-allegate-alla-Guida-al-Programma-2018_HIGHER-EDUCATION_V.2_16_03_2018.pdf)

<sup>6</sup> <http://www.miur.gov.it/documents/20182/226551/DM+1047+del+29+dic+2017.pdf/6d585918-e820-4966-9c13-d6790f30fb3a>



**Table 1. EC subdivision of countries participating in the program according to the cost of living**

Mobility grant	Countries
GROUP 1 (high living cost) € 300 /month	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway
GRUPPO 2 (medium living cost) € 250 /month	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal
GRUPPO 3 (low living cost) € 250 /month	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey

The exact amount of the mobility grant **will be calculated in days**, according to the note of the Erasmus+ INDIRE National Agency of September 17, 2014 Prot N° 2148/ERASMUSPLUS/KA1. Grant duration is calculated based on the starting and ending dates of the traineeship (day/month/year) according to the commercial year of 360 days. Therefore, every month will be considered of 30 days, regardless of its duration. In case of incomplete months, the grant will be calculated by multiplying the number of days of the incomplete month by 1/30 of the unit cost per month.

A supplement to the EU Programme grant is provided for students with disabilities from the ERASMUS+ INDIRE National Agency.

For this type of funding, the student must submit a request to the ERASMUS+ Office of the School.

During their period of mobility, students can also obtain "honour loans" (Prestiti d'Onore) by a number of Institutes that have an agreement with the EU. A list of selected financial brokers will be published and regularly updated on the EU website of the Erasmus+ Programme: [http://ec.europa.eu/education/opportunities/higher-education/masters-loans\\_en.htm](http://ec.europa.eu/education/opportunities/higher-education/masters-loans_en.htm).

## FISCAL TREATMENT OF THE EU PROGRAMME GRANT

The EU Programme grant does not constitute income (ref. 247/E of 1999, Art 6, paragraph 13 of Law N° 488 of 1999) unless the total annual amount is higher € 7.746,85. If the amount is higher than the limit indicated by the Law, it will entirely constitute income for the person who receives it.

## PAYMENT

In accordance with the Decree's Law December 6, 2011, n. 201- "Urgent measures for growth, equity and consolidation of public finances". (11G0247), GU No. 284 of 1206.2011 - Suppl. 251 in force since: 12/06/2011 Article 12, for amounts higher than €1.000,00 it is mandatory to make the money transfer on an Italian banking institution' account.

At the time of the application, the student must provide the IBAN<sup>7</sup> of his/her bank account.

**Please note:** The account holder must request it when the account is open. The bank account must be opened in the name of the beneficiary/grantee (or co-signer). There will be no payments by cheque and/or bank transfer made to a third party.

Erasmus students are exempted from the payment of University fees in the host country because they have to pay the fees at their University (University of Rome Tor Vergata). Students must be regular with the enrolment's fee payments for the a. y. 2019/2020 before mobility.

## Art. 5 – RENUNCIATION OF THE GRANT

Accepting the mobility is a serious obligation for the candidate.

Selected students who accept the grant, sign the Financial Agreement and then decide to renounce to the study period abroad must prepare and submit to the Erasmus+ Office of the University a written renunciation (by email [erasmus.ateneo@uniroma2.it](mailto:erasmus.ateneo@uniroma2.it) ) with suitable certification of the serious presented reasons. If the certification is not submitted or reasons are not deemed pertinent, renouncing

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<sup>7</sup> The IBAN is the bank code that identifies the bank account and the bank.

students have to return the amount already received and will no longer be eligible to apply for Grants within the framework of the Programme.

Students who interrupt the mobility period are entitled to the payment for the number of months spent abroad if it is at least three months (90 days). Students who do not stay abroad for the minimum period required have to return the whole amount received.

## Art. 6 – PRIVACY

The personal data provided by the candidates through the submission of the application will be processed under the art.13 of the law 196/03, only for the purpose of selection process and of the procedure of grant appointment.

Moreover, it is specified that all communications related to the Programme will be made by the competent offices by email.

## ART. 7 – PERSON IN CHARGE OF THE PROCEDURE

Under the law August 7, 1990, n. 241, the person in charge of the procedure of exclusive competence of the University of Rome Tor Vergata is Mr. Gianfranco Tarquini, Erasmus+ Institutional Coordinator.

Please be informed that, according to Art. 71 of Presidential Decree 445 OF 28/12/2000, the Administration Office will proceed to undertake checks, including sample checks, and in all cases where there are reasonable doubts about the truthfulness of self-certifications.

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

### **Erasmus+ Central Office**

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

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

**LANGUAGE**

**Please note:** This English version of the call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.