## CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR STUDIES SCHOLARSHIPS

(see Art. 7 of the <u>Call</u> "Application procedure and deadline")

# GUIDELINES FOR COMPLETING THE ONLINE ERASMUS+ APPLICATION FORM

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#### **NOTICE FOR APPLICANTS**

(see Art. 3 of the <u>Call</u> "Mobility admission requirements")

#### Bachelor's students in their final year

Applications from students who are in the third year of a Bachelor's degree at the time of application will be considered only if they have completed at least 90 CFU credits at the time of the selection (see Art. 7). Students must be enrolled in a University of Verona Master's degree for 2023-2024 in the same subject area, or their scholarship will be revoked. Once enrolled in their new Master's degree, they will need to communicate to the International Office their new ID student.

#### Students conditionally enrolled in a Master's degree (i.e. carriera magistrale in ipotesi)

Students who are conditionally enrolled in a Master's degree (i.e. *carriera magistrale in ipotesi*) at the time of application should login in the Esse3 system by using their Student ID number related to their conditional enrolment in the Master's programme.

#### "Fuori corso" students

Applications are <u>not</u> open to students who are enrolled beyond the normal duration of their degree programme (i.e. *fuori corso*).

#### Students in their final year of a Master's degree/Combined Bachelor's+Master's degree

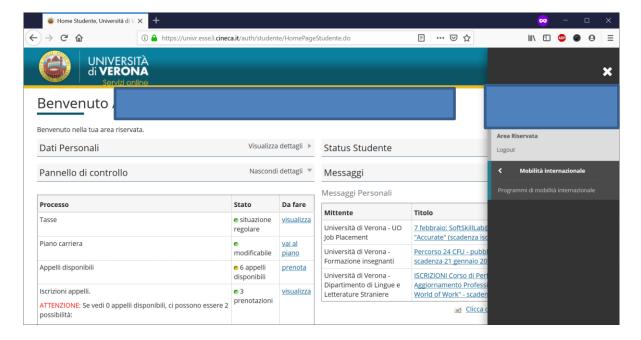
Applications from students who are in the second year of a Master's degree or the final year of a combined Bachelor's+Master's degree at the time of application will be considered only if:

- mobility purpose is their final dissertation thesis (a maximum of one examination may be taken)
- mobility takes place in the first semester (places with an annual duration are <u>NOT</u> open to them)
- they complete their degree by the last possible exam session for the 2022-2023 academic year, or their grant will be revoked.

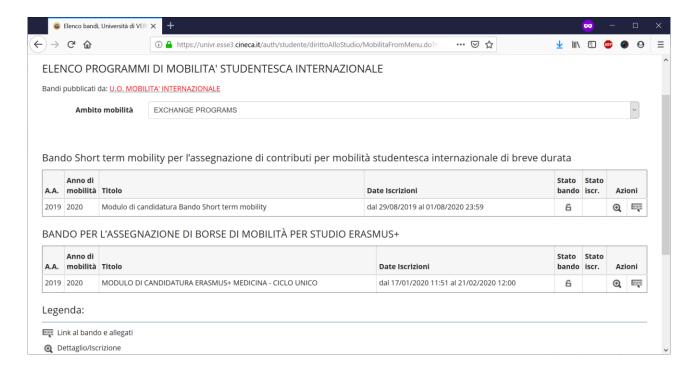
#### **HOW TO ACCESS THE APPLICATION PROCEDURE**

Access the portal for student career web services <a href="https://univr.esse3.cineca.it/Start.do">https://univr.esse3.cineca.it/Start.do</a> by logging in with your own "id..." user and password.

Should you experience any problems with your login procedure please go to: <a href="https://www.univr.it/recuperocredenziali">www.univr.it/recuperocredenziali</a> where you will find all the information for the recovery of login credentials. Once logged in, from the MOBILITA' INTERNAZIONALE (International Mobility - Outgoing) menu select PROGRAMMI DI MOBILITA' INTERNAZIONALE (International Mobility Programmes).



Select from the AZIONI (*Actions*) menu the online application form suitable for your study programme by clicking on the magnifying glass icon.



#### **Step 1: QUESTIONNAIRE**

Only once you have completed the questionnaire by clicking on QUESTIONARIO ERASMUS+ OUTGOING<sup>1</sup> (*Erasmus+ Outgoing questionnaire*) you will be allowed to fill in the form.

#### Attention! You will be allowed to fill in the questionnaire ONLY ONCE!

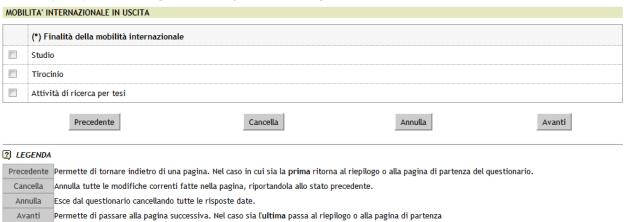
<sup>&</sup>lt;sup>1</sup> Browsers such as Chrome, Firefox, Edge are recommended to display the questionnaire properly.



#### Please answer all questions:

#### 1.1 INTERNATIONAL OUTGOING MOBILITY

Le domande contrassegnate con (\*) sono obbligatorie. Attenzione: se ci sono domande obbligatorie a cui non si è data risposta (viene visualizzato un errore in rosso), è necessario rispondere perché i tasti di navigazione siano attivi (tranne il tasto 'annulla').



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#### 1.2 LANGUAGE SKILLS

Please note: for each level of language proficiency (French, English, Russian, Spanish, German) that you declare to have at the time of application you will need to enter additional information on the next page:

COM	PETENZA LINGUISTICA FRANCESE			
	(*) Livello posseduto			
Ð	A2			
)	B1 completo			
)	B2 completo			
)	C1 completo			
)	C2 completo			
D	Madrelingua			
D	Nessuna competenza per lingua francese			
	nande contrassegnate con (*) sono obbligatorie. Attenzione: se ci sono	domande obbligatorie a cui non si è data risposta (	(viene visualizzato un errore in rosso), è necessario rispo	indere perché i tasti di navigazione siano atti
nne	nande contrassegnate con (*) sono obbligatorie. Attenzione: se ci sono e il tasto 'annulla'). IA FRANCESE: ULTERIORI INFORMAZONI	domande obbligatorie a cui non si è data risposta (	(viene visualizzato un errore in rosso), è necessario rispo	ndere perché i tasti di navigazione siano atti
nne	e il tasto 'annulla').	domande obbligatorie a cui non si è data risposta (	(viene visualizzato un errore in rosso), è necessario rispo	nndere perché i tasti di navigazione siano atti
GL	e il tasto 'annulla'). IA FRANCESE: ULTERIORI INFORMAZONI	i domande obbligatorie a cui non si è data risposta (	(viene visualizzato un errore in rosso), è necessario rispo	ndere perché i tasti di navigazione siano atti
GL	e il tasto 'annulla').  JA FRANCESE: ULTERIORI INFORMAZONI  (*) Tipologia certificazione	domande obbligatorie a cui non si è data risposta (	(viene visualizzato un errore in rosso), è necessario rispo	indere perché i tasti di navigazione siano atti
IGL	e il tasto 'annulla').  JA FRANCESE: ULTERIORI INFORMAZONI  (*) Tipologia certificazione  Certificazione CLA		(viene visualizzato un errore in rosso), è necessario rispo	indere perché i tasti di navigazione siano atti
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IGL	e il tasto 'annulla').  IA FRANCESE: ULTERIORI INFORMAZONI  (*) Tipologia certificazione  Certificazione CLA  Equipollenza rilasciata dal CLA  Certificazione rilasciata da altra università/ente italiana/o o stranier		(viene visualizzato un errore in rosso), è necessario rispo	indere perché i tasti di navigazione siano atti
inne	e il tasto 'annulla').  JA FRANCESE: ULTERIORI INFORMAZONI  (*) Tipologia certificazione  Certificazione CLA  Equipollenza rilasciata dal CLA  Certificazione rilasciata da altra università/ente italiana/o o stranier  Attestato rilasciato da un ente certificatore (es. TOEFL/IELTS)		(viene visualizzato un errore in rosso), è necessario rispo	indere perché i tasti di navigazione siano att

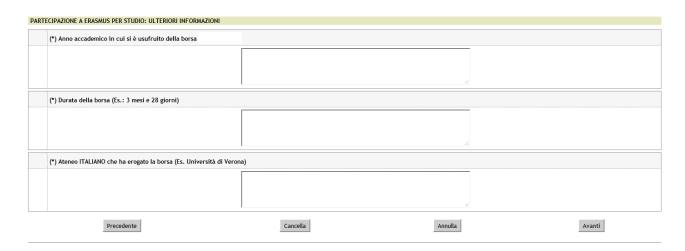
If you choose to include a language other than French, English, Russian, Spanish or German, please complete the following section. Otherwise, skip the question by clicking on AVANTI (next):

Le domande contrassegnate con (*) sono obbligatorie. Attenzione: se ci sono domande obbligatorie a cui non si è data risposta (viene visualizzato un errore in rosso), è necessario rispondere perché i tasti di navigazione siano attivi (tranne il tasto 'annulla').				
COMPETENZA LINGUISTICA DIVERSA	DA FRANCESE, INGLESE, RUSSO, SPAGNOLO, T	EDESCO		
Indicare la lingua				
		.di		
Indicare livello + voto (es. B	2 - 60/100), oppure se madrelingua			
		.ii		
Precedente	Cancella	Annulla	Avanti	

#### 1.3 PARTICIPATION IN ERASMUS PROGRAMMES



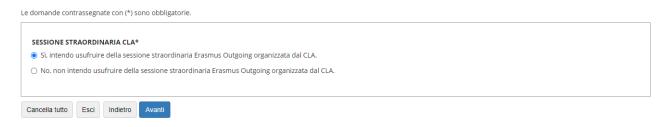
If you declare that you have already benefited from Erasmus scholarships for study/internship, you will need to enter further information:





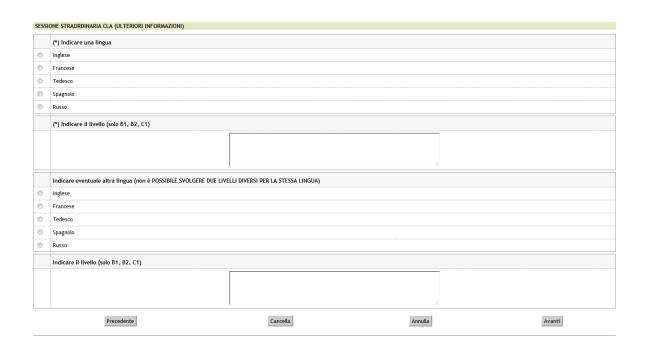
#### 1.4 CLA SPECIAL EXAM SESSION

Please indicate if you intend to take language tests in the <u>"Erasmus Outgoing" special session</u> organised by the *University Language Centre - CLA*. Please list your languages (max. 2) and level of proficiency for each language (<u>available levels: B1, B2, C1</u>).



#### Please note:

- You are NOT allowed to take language tests for TWO DIFFERENT LEVELS FOR THE SAME LANGUAGE;
- You are not allowed to take language tests at C2 level.



Once you have completed the required fields, you will see a summary of your information. If the displayed information is correct click on CONFERMA (confirm), otherwise click on MODIFICA (change) to make some changes.



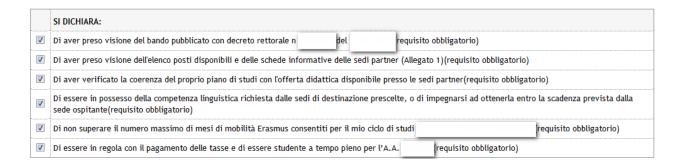
#### **Step 2: APPLICATION FORM**

Once you have completed the questionnaire you will be allowed to fill in the application form by clicking on COMPILA IL MODULO (*fill in the form*):



#### 2.1 MANDATORY DECLARATIONS

Please flag all mandatory self-declarations



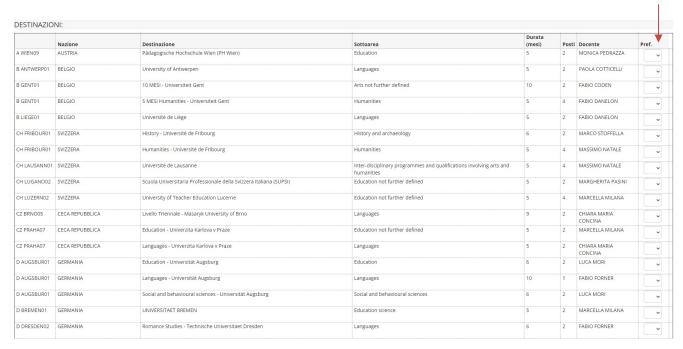
#### 2.2 CHOOSE YOUR DESTINATIONS

Please choose your mobility destinations in order of preference, up to the maximum number allowed for each subject area:

Number of destinations by Area			
AREA	MIN	MAX	
MEDICINE AND SURGERY	1	5	
ECONOMICS	1	4	
LAW	1	4	

FOREIGN LANGUAGES AND LITERATURES	1	6	
SCIENCES AND ENGINEERING	1	6	
HUMANITIES	1	6	
SPORT SCIENCES	1	5	

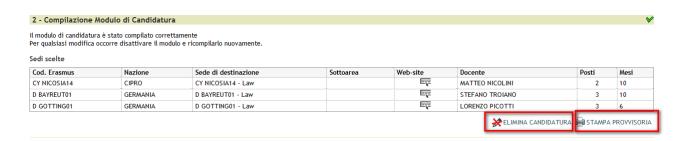
Click on the menu "Pref." to select the number corresponding to the order you wish to give to each destination you choose:



Then click on ISCRIVI (Register) at the bottom of the page:



The chosen destinations are listed in alphabetical order in the table SEDI SCELTE:



To check the list of destinations in order of preference click on STAMPA PROVVISORIA (*provisional print*) where you will find a summary of the details you have entered.

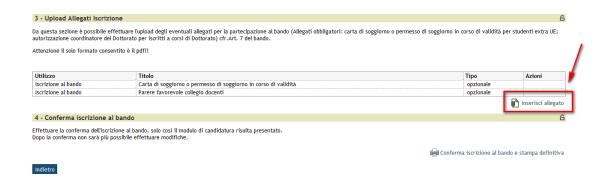
#### **Step 3: ATTACHMENTS**

Students from non-European Union countries must attach a copy of a document stating they are a

"permanent resident" or "stateless" or a "refugee" and/or a copy of their stay permit (carta di soggiorno or permesso di soggiorno), which should be current and preferably still valid for the entire duration of their intended stay abroad. (see Art. 6 of the <u>Call point 4</u>). Non-EU students who are awarded an Erasmus+ scholarship must ensure their papers are completely in order before departing (e.g. renewing their stay permit/visa, etc.) and for the entire duration of the mobility period abroad, or the scholarship will be revoked and any funding received must be repaid.

**PhD students** must <u>attach</u> to their application form an authorisation letter from their PhD Coordinator giving the student permission to spend a period abroad (see Art. 6 of the <u>Call point 5</u>).

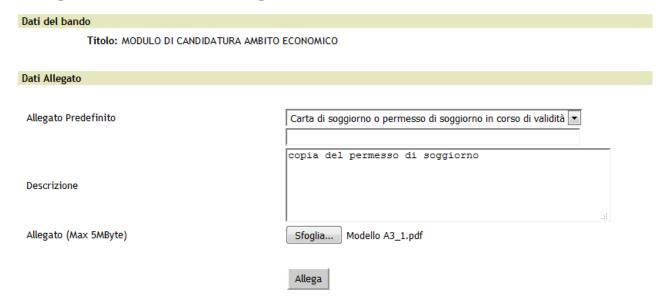
To upload an attachment, click on INSERISCI ALLEGATO (upload attachment).



Select from the drop-down menu the category of attachment you want to upload, enter a description then click on SFOGLIA (*browse*) to upload the file saved on your PC (in <u>PDF</u> format only).

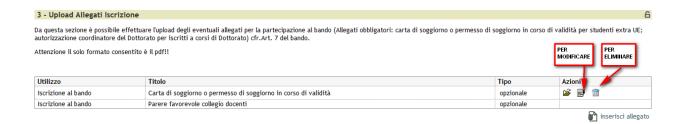
Then click on ALLEGA (upload):

#### Dettaglio Bando - Inserimento allegato



Please note! You must upload the attachments before reaching Step 4 (Confirmation).

To delete or change an attachment use the options in the AZIONI (actions) menu:



### PLEASE NOTE: Once you have confirmed your online application form you will NOT be allowed to change/upload any attachments.

#### **Step 4: CONFIRMATION**

Before clicking on CONFERMA CANDIDATURA E STAMPA DEFINITIVA (confirm registration and print) please check that the preferences you have inserted are correct: check the order of preference, as well as the number of months of the scholarship; the subject area (The list of ISCED codes is available online); the name of the coordinator. In case of mistakes, please delete your application and submit a new one.

<u>PLEASE NOTE!</u> Once you have confirmed your registration you will NOT be allowed to change any of the information provided and the application form will be considered as 'submitted'

Before confirming your registration you will still have the possibility to delete it or change your preferences by clicking on <a href="ELIMINA/MODIFICA CANDIDATURA">ELIMINA/MODIFICA CANDIDATURA</a> (delete/change your registration). After having clicked on <a href="CONFERMA CANDIDATURA E STAMPA DEFINITIVA">CONFERMA CANDIDATURA E STAMPA DEFINITIVA</a> (confirm registration and print) you will not be allowed to delete your registration anymore.

However, you will still be allowed to click on STAMPA PROVVISORIA (provisional print) only to see a summary of the uploaded information before proceeding with your final confirmation.

To confirm and submit your application you must click on CONFERMA CANDIDATURA E STAMPA DEFINITIVA (confirm registration and print).

It is NOT necessary to send the automatically-generated PDF to the International Office: you should keep it as proof that the application was sent correctly.

It is possible to print or save on your PC a PDF file with the summary of the information provided.

#### 2 - Compilazione Modulo di Candidatura

Il modulo di candidatura è stato compilato correttamente Per qualsiasi modifica occorre disattivare il modulo e ricompilarlo nuovamente.

Cod. Erasmus	Nazione	Sede di destinazione	Sottoarea	Web- site	Docente	Posti	Mesi
A GRAZ01	AUSTRIA	Karl-Franzens-Universität Graz - scheda informativa	Economics	<u>m</u> mm	ALESSANDRO BUCCIOL	1	5
B BRUGGE11	BELGIO	Brugger University - scheda informativa	Business and administration not further defined	www.	RICCARDO STACCHEZZINI	2	5
B KORTRIJ01	BELGIO	KATHOLIEKE HOGESCHOOL ZUID-WEST-VLAANDEREN - scheda informativa	Business and administration not further defined	<u>ww</u>	RICCARDO STACCHEZZINI	3	5
CH FRIBOUR01	SVIZZERA	Université de Fribourg - scheda informativa	Business and administration	www	CRISTINA FLORIO	2	10
CH LUGANO01	SVIZZERA	Università della Svizzera Italiana - Lugano - scheda informativa	Economics	<u> </u>	PAOLO ROFFIA	2	5
CZ BRNO05	CECA REPUBBLICA	Masaryk University of Brno - scheda informativa	Economics	<u>ww</u>	ALESSANDRO BUCCIOL	1	9

₩ ELIMINA/MODIFICA CANDIDATURA STAMPA PROVVISORIA

#### 3 - Upload Allegati Iscrizione

Da questa sezione è possibile effettuare l'upload degli eventuali allegati per la partecipazione al bando (Allegati obbligatori: carta di soggiorno o permesso di soggiorno in corso di validità per studenti extra UE; autorizzazione coordinatore del Dottorato per iscritti a corsi di Dottorato) cfr.Art. 7 del bando.

Attenzione il solo formato consentito è il pdf!!



