CALL FOR APPLICATIONS FOR
ERASMUS+ STUDENT MOBILITY FOR STUDIES GRANTS
A.Y. 2020-2021

Art. 1 – General information

1. As part of the Erasmus+ initiative for individual mobility for studies in the a.y. 2020-2021, the Erasmus+ Student Mobility for Studies programme allows students to study abroad at one of the University of Verona’s partner universities (also referred to as “Partner Institutions”) for a duration of 3-12 months.

The Erasmus+ grants can be used for:

- full-time study at Bachelor’s, Master’s or PhD level (see point 3) – including thesis preparation (see Art. 2 point 1) but excluding any research not specifically relevant to the student’s degree programme – which must lead to gaining an officially recognised academic qualification (diploma or degree);
- traineeship during a period of study, as long as the traineeship is approved and carried out under the supervision of the Institution where the student is studying and that these two activities (study + traineeship) are carried out consecutively.

2. Erasmus+ programmes (Student Mobility for Studies and/or Student Mobility for Traineeships) are open to students who are regularly enrolled full-time in a Bachelor’s, Master’s or PhD degree (i.e. 1st, 2nd or 3rd cycle of tertiary studies). Their mobility can last up to 12 months for each cycle of study. Students enrolled in a Single cycle/Combined Bachelor+Master’s programme (2nd cycle degree) may spend their Erasmus+ mobility period abroad for a maximum of 24 months.

Example 1: A student who has already received a 5-month Erasmus+ grant during his/her Bachelor’s degree (1st cycle degree) can receive one or more Erasmus+ mobility grant/s for up to 7 more months (12 months − 5 months completed = 7 months max.) while still enrolled in the Bachelor’s degree. If the student is now enrolled in a Master’s degree (2nd cycle degree), he/she can receive one or more Erasmus+ mobility grant/s for up to 12 more months.

Example 2: A student enrolled in a Single cycle/Combined Bachelor+Master’s degree programme who has already received a 6-month Erasmus+ grant can receive one or more Erasmus+ mobility grant/s for up to 18 more months (24 months − 6 months completed = 18 months max.) during his/her degree programme.

3. Students gain academic recognition for their study abroad as long as they pass the relevant exams and assessments for each module. To this aim, each exchange student must draw up a Learning Agreement with the coordinating professor of their degree programme. The Learning Agreement must be defined and approved before departure for the study abroad.

Art. 2 – Erasmus+ Student Mobility for Studies (SMS)

1. Details of the number of places available, the length of stay at each Partner Institution and the study cycle available (see Art. 1, point 3) are specified in the prospectus summaries of each field of study (Appendix 1: List of Destinations and Informative sheets).

These were established by the mobility programme coordinators when the exchange agreements were made. Informative sheets about the Partner Institutions classified by disciplinary areas/field of study are also available online (“Scheda and “Scheda Partner”).

After having read the list of destinations and the informative sheets, students are welcome to contact the Coordinator to ensure the modules offered by their preferred Partner Institution(s) are in line with their own degree programme.

Please note: students who wish to participate in an Erasmus+ programme for the sole purpose of thesis research should contact their Mobility Programme Coordinator to check if this is possible. Please note that the Host University makes the final decision regarding whether to host each candidate for thesis research or not.

2. Mobility grants must be used between 1 June 2020 and 30 September 2021. Students may choose the specific dates of their study abroad period only after the ranking lists have been published, paying attention to the scheduled length of stay at each destination as specified in Appendix 1: List of available destinations and Informative sheets (see also Art. 6 “Selection”, point 6).
3. Students will not be required to pay enrolment fees at the Host University; however, some institutions may ask for a supplementary fee to cover insurance costs, student union membership, public transport, teaching materials (photocopies, laboratory products) etc., under the same conditions as local students.

Art. 3 – Admission requirements
To participate in this Call for applications, students must:

1. be a full-time University of Verona student, regularly enrolled within the normal duration of a Bachelor’s degree, Master’s degree, Single cycle/Combined Bachelor’s+Master’s degree or PhD programme (see Art. 1, point 2) at the time of application and for the entire duration of the period abroad;

2. have correctly and fully paid their enrolment fees at the University of Verona at the time of application and for the entire duration of their stay abroad;

3. meet the minimum level of language skills requested by their selected Partner Institution on the relevant informative sheet. If students do not have the necessary language proficiency at the time of the application deadline, it is their own responsibility to reach the language level requested by the Host University by the specified date.

A special exam session for Erasmus mobility participants will take place at the University Language Centre – CLA (Centro Linguistico di Ateneo - CLA) between February and March 2020, in addition to ordinary exam sessions on schedule. Please note: any certifications awarded by CLA in such exam session will be recognised only to students who complete their Erasmus mobility in 2020/2021;

4. be a resident in Italy or a country that is not the destination country.

Please also note that:
4.1 applications are not open to students who are enrolled beyond the normal duration of their degree programme (i.e. fuori corso);

4.2 applications from students who are in the third year of a Bachelor’s degree (1st cycle) at the time of application will be considered only if they have earned at least 90 CFU credits at the time of the selection (see Art. 6). Students must be enrolled in a University of Verona Master’s degree for 2020-2021 in the same subject area, or their grant will be revoked;

4.3 applications are not open to students who, at the time of applying, are in the second year of a Master’s degree, or the final year of a Single cycle/Combined Bachelor+Master’s degree;

4.4 students who are conditionally enrolled in a Master’s degree (i.e. carriera magistrale in ipotesi) at the time of application should mark “conditional enrolment in Master’s programme” on the application form (see Art. 7). They will be able to participate in the mobility programme only if they complete their Bachelor’s degree by the last possible exam session for the 2018-2019 academic year (i.e. March-April 2020), or their grant will be revoked;

4.5 students enrolled in a joint university degree may participate in this mobility as long as their degree programme is administratively based at the University of Verona.

Art. 4 – Financial aspects and destination countries
1. Erasmus+ Student Mobility for Studies grants financed by the European Commission are intended to be a contribution towards supplementary mobility costs (travel, accommodation, different cost of living). The grants are therefore not sufficient to cover the entire cost of the study abroad.

2. The monthly European contribution value is determined according to the cost of living in the destination country, based on three groups established by the European Commission:

<table>
<thead>
<tr>
<th>Group:</th>
<th>Mobility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>Denmark, Finland, Iceland, Ireland, Luxembourg, Norway, Sweden, UK</td>
</tr>
</tbody>
</table>

1 Erasmus+ mobilities from/to the UK after the withdrawal of the United Kingdom from the European Union will depend on whether an agreement on this matter is reached between the United Kingdom and the European Union, or whether unilateral measures are taken by either Party to ensure the continuity of international mobility. Updates in this regard will be made available on the University’s website as soon as possible.
3. In 2020-2021, the University of Verona will once again implement an Erasmus+ incentive scheme, granting an additional sum from the University and the Ministry of Education, University and Research. This extra contribution will be determined according to each student's ISEE band.  

4. The grant amount varies depending on the destination country and the student’s income band, as specified below:

<table>
<thead>
<tr>
<th>Mobility to:</th>
<th>BAND 1 (ISEE ≤ €30,000)</th>
<th>BAND 2 (ISEE &gt; €30,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>€700 per month (€300 EU grant + €400 extra contribution)</td>
<td>€600 per month (€300 EU grant + €300 extra contribution)</td>
</tr>
<tr>
<td>GROUP 2 and GROUP 3</td>
<td>€650 per month (€250 EU grant + €400 extra contribution)</td>
<td>€550 per month (€250 EU grant + €300 extra contribution)</td>
</tr>
</tbody>
</table>

5. For mobilities to the following universities (Double/Joint degree programmes), the grant amount is as follows:

<table>
<thead>
<tr>
<th>Mobility to:</th>
<th>Degree programme</th>
<th>BAND 1 (ISEE ≤ €30,000)</th>
<th>BAND 2 (ISEE &gt; €30,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universidade da Coruña (Spain)</td>
<td>Master’s in Comparative European and Non-European Languages and Literatures (international curriculum) – double degree award</td>
<td>€1,100 per month</td>
<td>€1,000 per month</td>
</tr>
<tr>
<td>Universität Augsburg (Germany)</td>
<td>Master’s in Tradition and Interpretation of Literary Texts – double degree award</td>
<td>€1,100 per month</td>
<td>€1,000 per month</td>
</tr>
</tbody>
</table>

6. The European Commission annually allocates an additional sum as a further grant to students with disabilities. Students who wish to apply for this funding should go to the International Office after having accepted the grants, so that their request can be sent in time to the Erasmus+ National Agency.

7. Students who receive an Erasmus+ Student Mobility for Studies grant are not permitted to receive any scholarships or funding from other European Commission programmes at the same time.

8. Mobility students do, however, have the right to receive in full any national scholarships and/or loans that they are entitled to.

9. If a mobility student fails to spend at least 3 months abroad and/or does not obtain the minimum number of CFU credits required by the university in relation to the duration of the mobility (12 CFU per mobility semester), he/she will be required to repay his/her Erasmus+ mobility grant in full. For further information on the number of credits that must be obtained while abroad, please see the University of Verona's Regulations for international student mobility.

10. In the absence of appropriately justified, proven circumstances (e.g. family bereavement or serious illness), students who received a grant from the 2019/2020 call for applications, who then renounced their mobility grant and now intend to take part in this application round, will have their grant amount reduced, i.e. they will not receive the extra contribution (see Art. 4, point 3).

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2 Information about the ISEE for university scholarships and grants will be obtained from the INPS database for all students who submit a benefits application form (DUB) from July 2020.
11. Based on the regulations on University Scholarships and Grants, the Veneto Region shall award additional regional funding to students enrolled at the University of Verona and taking part in international mobility programmes of which the University is part; these grants can be awarded only once for each degree programme. Those who intend to apply must submit a DUB request or a “domanda di riduzione dei contributi” starting from July 2020. Therefore, students are not required to submit any specific applications to the International Office in order to apply for these grants. Regional and ministerial grants will be awarded to successful candidates, following their order of merit in the ranking list, until all available funds have been allocated. The availability of regional funds will be confirmed upon publication of the Resolution of the Regional Council for the a.y. 2020-2021, roughly in June 2020.

Art. 5 – Other destinations

1. In 2020-2021 Switzerland does not take part in the Erasmus+ programme. However, in order to ensure the continuation of the existing cooperation initiatives, incoming and outgoing mobility grants will be made available by the Swiss government. The amount of each grant will be communicated by the Host University directly to each student before departure. Moreover, the University of Verona will grant an additional sum depending on each student’s ISEE band:

<table>
<thead>
<tr>
<th>ISEE Band</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEE ≤ 30,000</td>
<td>€400 per month</td>
</tr>
<tr>
<td>ISEE &gt; 30,000</td>
<td>€300 per month</td>
</tr>
</tbody>
</table>

Art. 6 – Selection process

1. The selection of candidates for each field of study will be made by a specific selection committee, who will draw up a ranking list based on the evaluation of each student’s academic transcript (number of CFU credits obtained in relation to their year of enrolment, average marks, etc.), taking into account each applicant’s preferred destination place (see Art. 7). Academic merit will be calculated as follows, based on the information present in ESSE3 (student academic records database) after the deadline of the call for applications:

   1. level of studies, in the following order of priority: PhD, Master’s degree, Single cycle/Combined Bachelor’s+Master’s, Bachelor’s degree;
   2. number of merit points (on academic record), in decreasing order;
   3. the destination will be assigned according to the number of places available and the candidate’s specified order of preference.

Any changes in academic status and/or study-related data registered after the ranking lists have been drawn up will have no effect on the results of the ranking list. In cases of equal merit, priority will be given to students who have not previously participated in an Erasmus programme (for either study or traineeship) or those who have spent a fewer number of months abroad.

For further information about the selection committees or selection criteria, students should visit the web page of the relevant Department or School.

2. The provisional rankings will be published on the University’s website by 6 March 2020.

Candidates must report any points calculation errors to the International Office within 7 days of the provisional ranking list being published. Any reports received after such time will not be taken into consideration.

3. The Selection Committee may ask a student to attend an interview to ask them about their reasons for applying, as well as to make sure that the student chooses the most suitable Host University to achieve their academic goals. If an interview is required, candidates will need to check the date, place and time of their interview online at: http://www.univr.it > International Relations > Study abroad > Erasmus+ and other opportunities > Documents > Erasmus+ for studies - Call for application.
4. The final ranking list will be published by 26 March 2020 on the University’s website at: http://www.univr.it > International Relations > Study abroad > Erasmus+ and other opportunities > Documents > Erasmus+ for studies - Call for application.

Within 7 days of the publication of the final ranking list, successful candidates must confirm on ESSE3 that they accept the destination and the mobility period. Failure to formally accept the offer within this time will result in the student being removed from the ranking list. Moreover, if such student intends to apply for the same kind of grant in the future, the amount of his/her grant will be reduced according to Art. 4, point 10.

5. The International Office will send the names of the successful candidates (nominations) to the relevant destination universities, which will make the final decision on whether to admit each candidate or not and for the modules and/or activities previously agreed upon, based on their own guidelines. Please note that if the final date for sending the required documents (application form and attachments) to the destination university for Semester 1 occurs before the publication of the final ranking lists, the mobility period will be postponed to Semester 2, if applicable.

6. By 30 April 2020 the Selection Committee may reallocate any available places remaining for one-semester grant (between 3 and 6 months), strictly to be used in Semester 2.

Art 7 – Application procedure and deadline

1. Before submitting their application for this Call, students must:
   - check that their personal details entered in the application form are correct (phone number, mobile, etc.);
   - check for any errors or delays that might have occurred in recording their academic data. If that’s the case, they should first request that this information be corrected or updated on their academic record by contacting the Teaching and Student Services Unit and/or the relevant teaching facility before the application deadline of this Call. Application forms must be completed electronically online on Esse3 by:
     21 FEBRUARY 2020 (12:00 noon, Italian time).

Students must state:
   - their language level at the time of the application (see Art. 3, point 3);
   - any previous Erasmus mobility programmes they have participated in;
   - their chosen mobility destination(s), in order of preference (see the “Guidelines for completing the online Erasmus+ application form”).

After completing the form, it is necessary to click on “CONFERMA ISCRIZIONE E STAMPA DEFINITIVA” [confirm registration and print]. This is necessary in order to submit the form. It is not necessary to send the automatically-generated PDF to the International Office. This should be kept by the student as proof that the application was sent correctly.

For further technical details about completing the application form online in Esse3, see the “Guidelines for completing the online Erasmus+ application form”.

2. It is important for students to choose each of their universities carefully, referring to the information contained in the Informative sheets to ensure that the modules offered at each destination are compatible with their own degree programme for the relevant academic year, and that the duration of the exchange is appropriate to their own plans, since they could be assigned to any of the destinations they select (see Art. 6). Students who apply for a mobility grant covering one academic year will not be allowed to change the duration of their mobility to one semester.

3. Students may not choose host universities in a different field of studies to their own degree programme.

4. 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. Non-EU students who are awarded an Erasmus+ grant must ensure their papers are completed in order before departing (e.g. renewing their stay permit/visa, etc.) and for the
entire duration of the mobility period abroad, or the grant will be revoked and any funding received must be repaid.

5. **PhD students** must **attach** to their application form an authorisation letter from their PhD Coordinator giving the student permission to spend a period abroad.

6. We remind applicants that the Administration is required to check the truthfulness of any substitutive declarations received and that, if any declaration is found to be false, apart from the fact that you will not receive any benefits obtained through the **untruthful declaration**, criminal sanctions are applicable for false statements and the alleged falsification of documents. In such a case, students concerned who have already received funding will be excluded from the programme and will be required to return the entire sum of money already received.

**Art. 8 – Processing of personal data**

Personal data provided by those who apply for a mobility grant under this Call are processed in accordance with EU Regulation 2016/679 (hereinafter the "Regulation") and the applicable personal data protection regulations.

The processing of such data is carried out by the University of Verona as Data Controller pursuant to Articles 24 et seq. of the Regulation, for the purposes set out in the present Call, in the performance of its institutional functions.

An information notice for students on the purposes of the processing, data recipients and the rights of Data Subjects is available on the University’s website, at the following link: [www.univr.it/privacy](http://www.univr.it/privacy).

**Art. 9 – Further information and contact details**

1. **Erasmus Info Days** organised by the International Office are regularly held to present the technical aspects of the programme and explain how to complete the application form. The dates for these meetings, as well as all the information about this Call for applications and any updates and/or further specifications, will be posted online on the university website at: [http://www.univr.it > International Relations > Study abroad > Erasmus+ and other opportunities.](http://www.univr.it)

   Contact information:

   **International Office**

   Opening hours: at the FRONT OFFICE (ground floor, Chiostro San Francesco, Via S. Francesco 22, Verona): Monday, Wednesday and Friday, 10 am–12.45 noon.

   **Service Desk** (please send requests for information to: Direzione Didattica > Erasmus+ Studio > , select the relevant area of study).

   Telephone hours: Monday to Friday, 9.30 am–12.30 noon.

   Foreign Languages and Literatures; Humanities: ph. +39 045 802 8440

   Economics, Law, Sport Sciences, Sciences and Engineering, and the School of Medicine (Single cycle/Combined Bachelor+Master’s degree programme, 5 years): ph. +39 045 802 8043

   Healthcare courses: ph. 045 802 8530

1. 2. Pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, the Procedure Officer is Ms Anna De Salvo, Head of the International Office, Direzione Didattica e Servizi agli Studenti, Chiostro S. Francesco (cloister), Level 1 (staircase A), Via San Francesco, 22 – 37129 Verona, ph. +39 045 802 8043 – 8440 - 8530, email: relazioni.internazionali@ateneo.univr.it

   Candidates may exercise their right of access to the procedures by submitting a request that can be downloaded from: [https://www.univr.it/it/altri-contenuti-accesso-civico](https://www.univr.it/it/altri-contenuti-accesso-civico).

THE RECTOR
Prof. Pier Francesco Nocini

This document was signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter et seq. of Legislative Decree no. 82/2005 and subsequent amendments.