



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ERASMUS+ CALL FOR APPLICATIONS MOBILITY FOR STUDIES 2017-2018 ACADEMIC YEAR

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GENERAL INFORMATION

Purposes

The Erasmus+ Mobility for Studies programme enables students to spend a period of continuous study at another University that has entered into an agreement with the University of Bologna (UNIBO).

Since 2015, the Erasmus+ Mobility for Studies programme is also open to countries outside of the EU, which are defined as *Partner Countries*. European countries that are traditionally part of the Erasmus+ programme are now defined as *Programme Countries*.

In both cases, students in mobility receive a grant and can attend courses and use structures available at the host institute without additional enrolment fees (except for any fees that local students are usually also required to pay).

Students are also guaranteed full recognition for the assessed learning activities carried out abroad, on condition that they were approved in advance by the Degree Programme Board.

The Erasmus+ Programme enables students to experience a different culture abroad, learn about new higher education systems and meet young people from other countries. Students can therefore participate actively in the process of European integration and the cooperation with *Partner Countries*. In this way, Erasmus+ strengthens reciprocal knowledge and academic and cultural dialogue, thus contributing to sustainable development via the exchange of knowledge, while also promoting European values and culture around the world.

EU Countries participating in the Erasmus+ Programme

The Erasmus+ Programme allows students to study for a period at a University (that has an agreement with UNIBO) based in one of the following *Programme Countries*:

- the other 27 EU Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the United Kingdom, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- the 3 countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- accession candidate countries: the former Yugoslav Republic of Macedonia.

Non-EU countries participating in the Erasmus+ Programme

The Erasmus+ Programme allows students to study for a period at a University (that has an agreement with UNIBO) based in one of the following *Partner Countries*: Albania, Armenia, Bosnia and Herzegovina, China, Georgia, Israel, Jordan, Moldova, Serbia, South Africa and the Ukraine.

Students who participate in this call for applications for exchanges with Universities in non-EU countries are subject to all of the requirements specified herein ("*General requirements for eligibility*", "*Language requirements*", "*Selection procedures*" and "*Incompatibilities*"). As established by the Erasmus+ Programme, specific financial contributions are available for non-EU locations (see the section entitled "*Financial contribution*").

Mobility to Switzerland

Switzerland currently does not participate in the Erasmus+ Programme under the same conditions as *Programme* and *Partner Countries*; specifically, there is no EU funding for mobility from and to Switzerland.

In order to guarantee the present level of mobility and cooperation, the Swiss Federal Council has devised the Swiss European Mobility Programme (SEMP) as a transitional solution. Following the signature of

specific agreements, this solution enables Swiss Universities to finance the mobility of all incoming and outgoing students (*see the section entitled "Financial contribution"*).

Students who apply for exchanges with Swiss Universities are also subject to all of the requirements specified herein ("*General requirements for eligibility*", "*Language requirements*", "*Selection procedures*" and "*Incompatibilities*").

Financial contribution

All funding (Erasmus+ and Swiss) is allocated solely in order to carry out eligible activities (*see the section entitled "Activities to be carried out at the Institute abroad and Learning Agreement"*), **with a duration of not less than 3 months (90 days) and not more than 12 months.**

For Erasmus+ EU and Swiss funding, the mobility period must be between 01/06/2017 and 30/09/2018. For Erasmus+ non-EU funding, the mobility period must be between 01/06/2017 and 30/07/2018.

Erasmus+ funding is also dependent on the studies and/or activities carried out abroad and on their recognition by the individual student's Degree Programme Board. Students who fail to complete any study activities with satisfactory results, who fail to obtain recognition from their individual Degree Programme Boards for the activities carried out, who fail to request any form of recognition before graduation or refuse the recognition of the activities proposed by the Degree Programme Boards, shall be required to return the full amount of the funding received.

Financial contribution for mobility to Programme Countries (EU Countries)

Funding for students on Erasmus+ mobility does not take the form of scholarships intended to cover all expenses, but rather represents a grant towards the additional expenses associated with living abroad.

Funding consists of:

1. The European Union grant (the amounts indicated refer to the 2016/17 academic year).
The amount of funding depends on the destination country of the student in mobility and the number of days actually lived abroad. Specifically, funding is divided into the following groups of destination countries:
 - **Group 1** (high cost of living): Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden and the UK - **€ 280 per month**;
 - **Group 2** (medium cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain and Turkey - **€ 230 per month**;
 - **Group 3** (low cost of living): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Republic of Macedonia - **€ 230 per month**.
2. Grant from UNIBO and the Italian Ministry of Education, Universities and Research (MIUR). This amount is not yet known as it is subject to budget availability and the total number of months to be funded. Payment is expected at the end of 2018.
3. A possible additional grant for ER.GO (Regional Authority for the Right to Higher Education) beneficiaries. For more information please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051 6436900, info@er-go.it, www.er-go.it.
4. Special funding, if any, for disabled students or students from disadvantaged socio-economic groups that may be allocated by the European Union. **Successful candidates will be informed directly about the availability of special grants for disabled students, who must notify their status upon acceptance.** Any additional grants made available to disadvantaged socio-economic groups will be the subject of a separate call for applications open solely to successful Erasmus+ candidates for the 2017/18 academic year. Students are therefore advised to monitor the website www.unibo.it/erasmus.

Financial contribution for mobility to *Partner Countries* (non-EU countries)

Funding for students on Erasmus+ mobility does not take the form of scholarships intended to cover all expenses, but rather represents a grant towards the additional expenses associated with living abroad.

Funding for non-EU institutes consists solely of an EU grant and is broken down as follows:

1. contribution for living costs: **€650 per month**; the amount is the same for all non-EU countries and is determined in proportion to the actual number of days lived abroad;
2. contribution for travel expenses: amounts are established by the Erasmus+ Programme based on the distance in kilometres between Bologna and the central campus of the eligible University. Amounts constitute an expenditure ceiling. Students will therefore be reimbursed for the actual cost of their travel tickets, up to a maximum of:
 - Albania: Bologna – Tirana, **up to 275 euros**
 - Armenia: Bologna – Yerevan, **up to 360 euros**
 - Bosnia and Herzegovina: Bologna – Sarajevo, **up to 275 euros**
 - China: Bologna – Beijing/ Hangzhou, **up to 1100 euros**
 - Georgia: Bologna – Tblisi, **up to 360 euros**
 - Israel: Bologna – Haifa, **up to 360 euros**
 - Jordan: Bologna – Amman, **up to 360 euros**
 - Moldova: Bologna – Chisinau/ Bălți, **up to 275 euros**
 - Serbia: Bologna-Belgrade/Novi Sad: **up to 275 euros**
 - South Africa: Bologna – Pretoria, **up to 1100 euros**
 - Ukraine: Bologna – Kiev/Odessa/Lviv, **up to 275 euros**

Financial contribution for mobility to Switzerland

Funding for SEMP periods of mobility during the 2017/18 academic year will be paid by the Swiss Universities and the amounts are not yet known. In the 2016/17 academic year the monthly grants ranged between CHF 360 and CHF 420 (approximately **EUR 330-390**). This funding is not an EU grant and cannot be supplemented by additional grants for disadvantaged socio-economic groups or for special needs (which are linked to the Erasmus+ grant).

Students may however apply for a grant from the University of Bologna and ER.GO beneficiaries may also apply for an additional grant. For information about the latter, please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051 6436900, info@er-go.it, www.er-go.it.

REQUIREMENTS AND PROCEDURES FOR SUBMITTING APPLICATIONS

General requirements for eligibility

In order to submit an application:

1. Students, regardless of their country of citizenship, **must** be enrolled in an undergraduate, graduate or single cycle degree programme, a PhD programme or at a specialization school run by UNIBO in the 2016/17 academic year;
2. Students **must** possess adequate language skills (see the section on *Language Requirements*);
3. Students **must** present a study plan to be followed at the partner institute and the related reasons (see the section on *Activities to be carried out at the Institute abroad and Learning Agreement*);
4. Students **must** renew their enrolment at UNIBO for the 2017/2018 academic year by the deadline established by the University (see this webpage <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea>). Students who plan to graduate by 31 March 2018 are invited to check at their school if they need to renew their enrolment for the academic year 2017/2018
5. Students enrolled in the third year, or who are “fuori corso” (past the envisaged completion time for the degree course), of an undergraduate degree programme who expect to graduate during the 2016/2017 academic year **may** depart during the first year of their graduate degree programme (second cycle). These students, **who apply with reserve, must be enrolled for a graduate degree programme in the 2017/18 academic year**. Mobility for studies is **only allowed during the second semester of the 2017/18 academic year; under no circumstances can students bring forward their departure to the first semester**, even if permission has been granted by the host University. If students apply for exchanges in excess of 6 months, the actual duration will be calculated with reference to the dates stated on the attendance certificate issued at the end of the study period abroad.
6. **Students in mobility may not graduate before completing the period of study abroad and obtaining recognition from their individual Degree Programme Boards for the learning activities carried out at the Institute abroad.**
7. The mobility period for PhD students **must** be concluded within the legal duration of their PhD course

Incompatibilities

Incompatibilities relate to both the scholarship and the "status" of Erasmus students.

Students who submit an application:

1. may obtain one or more Erasmus+ grants for each study cycle (three year, graduate and doctorate) covering a total period that does not exceed 12 months in each cycle. In the case of single-cycle degree programmes (e.g. Medicine) the maximum number of months is 24. This requirement is specific to the Erasmus+ programme and does not apply to mobility to Switzerland.
The calculation of the number of months already used in the same cycle must take account of any earlier mobility as part of the following programmes: **Lifelong Learning Programme, Erasmus+, Erasmus Mundus Action 1, Erasmus Mundus Action 2.**
2. may not receive, in the same period in which they receive funding for the Erasmus+ project, any other types of EU grant (including scholarships for attending Joint Master Degrees - pursuant to Erasmus Mundus Action 1) or grants allocated from the UNIBO funds available for mobility periods abroad;
3. International students who have been allocated an Erasmus Mundus Action 2 scholarship and who are enrolled on courses as part of a Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS) or a PhD degree programme cannot receive both the Erasmus Mundus Action 2 scholarship and the

Erasmus+ grant. **These students are requested to contact their own EMA2 coordinator for further clarification.**

4. The Erasmus+ grant can be received together with the supplementary PhD student scholarship paid for periods abroad, to the extent of the duration financed by the standard amount of the study grant approved each year by the Board of Governors. The Erasmus+ grant cannot, on the other hand, be received together with any supplementary PhD student scholarship paid for periods exceeding that duration, or together with any other study grants paid using UNIBO funds. In this last case, the individual PhD student may choose which grant to accept. Please contact the PhD Programme Office for further information.

Language requirements

With this call for applications, UNIBO requires a **compulsory assessment of language skills**.

1. A minimum level of language skills is required in order to apply for an Erasmus+ 2017/18 grant. This is set at the A2 level of the CFR (Common Frame of Reference for language knowledge) recognised by the European Council
(see: <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/requisiti-linguistici>).
2. **Students who have already passed a curricular language exam at CLA as foreseen by their study programme are not exempt from sitting the Erasmus language test, even if the language level achieved is equal to or higher than the A2 level.**
3. **As well being a requirement for application eligibility, the test results also contribute to determining the ranking of candidates on the list.**
4. Candidates may sit the test for up to **two languages** and **only once** for each language. For countries in which two languages are indicated, candidates may choose to sit the test in either of these languages.
5. A simulation test is available at the following page: <https://simulatest-cla.unibo.it/tests/index>
6. Candidates may only enrol for tests at the UNIBO Language Centre (Bologna and Romagna offices) during the period from **10am on 10/01/2017 to 10am on 20/01/2017 (subject to the availability of places)**, via AlmaRM, the online application. The overall number of available places is 5125, distributed as follows: at the Bologna language center: 3900 places; at the Romagna language centers 1225 places in total (Forlì: 700; Cesena: 150; Ravenna: 100, Rimini: 275).
7. **When enrolling for the language assessment test, students must confirm their booking after checking on-screen the date and time specified for their individual tests. The booking is considered to have been made successfully following delivery of the e-mail confirmation to the official mailbox.**
8. The assessment tests for French, English, Portuguese, Spanish and German will be held from **23/01/2017 to 10/02/2017** (the timetable will be available on the webpages of the UNIBO Language Centre (CLA) - Bologna and Romagna offices - <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/index.html>).
9. **At the campuses in Romagna it will only be possible to sit language assessment tests on certain dates during the aforementioned period - please check the link provided above.**
10. Students may choose to sit the assessment test at any CLA centre, regardless of the campus of reference for their individual Degree Programmes.
11. There are no resit sessions.
12. Further information and support about the language assessment are available through the Helpdesk service, organized by the language center from January 10th to February 13th 2017. Information can be requested via email at diri.accertamentilinguistici@unibo.it. A telephone helpdesk service is also available from Monday to Friday between 10.00 and 13.00 and between 14.00 and 17.00 at the following nr.: 051.2097755.

All students are required to sit a language test and achieve at least the A2 level, unless they are included in the exempt categories listed in Attachment 1.

All candidates who fail to meet the language requirements (language assessments and any exemptions specified in Attachment 1) will be considered incomplete and therefore excluded.

Students who pass the language assessment test may obtain its automatic recognition as curricular language proficiency tests only if they complete the Erasmus+ 2017/18 application and achieve or exceed the proficiency level required by their study plan. This recognition can be obtained even if the curricular language proficiency is foreseen in the student's study plan of the subsequent academic year (2018/2019).

PLEASE NOTE:

The language requirements specified in the previous paragraph are required for applications to be eligible and may be lower than the language requirements specified by Partner Universities. Therefore students are required to:

1. check the language requirements of the University where they intend to spend an Erasmus+ period;
2. check the details of the individual exchange opportunity for:
 - a. the minimum language level (if any) required by the host School/Office of the Vice Dean for inclusion on the list of suitable candidates (this level may be higher than that required by the University of Bologna for participation in the call for applications);
 - b. any further remarks regarding language made by the academic coordinator.

If the result of the language assessment test is lower than the level specified in the details of the vacancy for which the student has applied, **the application may be rejected.**

For example: many Dutch Universities require a TOEFL certificate and many British Universities require a IELTS certificate, which Erasmus+ students must present when submitting their application forms. Students who are awarded a place at one of these Universities are required to obtain the necessary certification no later than the deadline established by their host University.

Destinations

List of available exchange vacancies

The list of destinations and their descriptions hereafter named “vacancies” are published online and are an integral part of the call for application. The vacancies specify: destinations, name of the exchange coordinator, exchange field of study, the language requirements specific to the destination if any, the academic requirements or list of degree programmes which provide access to the vacancy (under the heading “aperto a”)

Students may apply for a maximum of **two different vacancies**.

Vacancies are subject to changes during the call for applications, when significant changes are communicated by the hosting partner university.

The list of destinations includes vacancies which have not been confirmed yet by the partner University. This information is specified in the vacancy description published online: “posto scambio non ancora confermato”. Then, the exchange place is not guaranteed for students who apply for these not confirmed vacancies, even if they have been selected and have already accepted it.

With regard to the academic requirements:

1. the enrolment year specified in the vacancy as an academic requirement, refer to the year when the student spends the mobility period. For example a student enrolled at the first year of a bachelor programme in 2016/17 can apply for a vacancy available for second year bachelor students.
2. Students enrolled in 2016/17 at a third year of a bachelor programme can apply : for a vacancy available to third year bachelor students in case they will enrol as “fuori corso” in 2017/18; or they can submit an application on the base of a “future career” if in 2017/18 they will enrol at one of the

second cycle degree programme listed in the vacancy. Students can benefit of the exchange positions only if they enrol at a degree programme in 2017/18 coherently with the academic requirements of the vacancy. In any case students who apply on “future career” can spend the mobility only during the second semester.

If the vacancy requires a “*Compulsory interview*”, this means that the interview with the exchange coordinator **must** take place before submitting the application (unless otherwise specified); failure to attend the interview before submitting an application **may result in rejection of the application**.

The Erasmus+ grant is conditional to the admission at the hosting university. In case the application of the nominated exchange student is rejected by the hosting university, it is not foreseen that the student is re-allocated to another destination. It is the responsibility of the student to verify the specific requirements (language and academic requirements, enrolment procedures) and deadlines to submit the application, by checking the official university web page or by contacting the hosting university.

Further notes for non-EU countries

Non-EU destinations may cover multiple subject areas and may be open to more Schools. The non-EU destinations, places available, language requirements and the Schools to which these destinations are open are listed in Attachment 2 - ‘*Multidisciplinary vacancies- Non-EU*’ to this call for applications, so that students can check the available to them.

Furthermore, non-EU institutions are classified on AlmaRM under the subject area “offerta multidisciplinare” as each non-EU institute may be open to one or more subjects. Candidates interested in the available opportunities at non-EU institutes must select the tab “offerta multidisciplinare” under the field “Settore disciplinare” to browse the list of non-EU vacancies they have access to depending on their study programme.

Candidates enrolled in a PhD programme who intend to apply to a non-EU institute willing to accept doctoral level applicants must obtain a letter of acceptance from the foreign University **by 27 March 2017**. This letter must be received by the UNIBO offices no later than 27 March, in order to complete the exchange acceptance process, in the following ways:

For institutes in Albania, Bosnia and Herzegovina, Israel, Serbia and South Africa, via e-mail to this address diri.area3@unibo.it

For institutes in Armenia, China, Georgia, Moldova and the Ukraine, via e-mail to this address diri.area2@unibo.it

Activities to be carried out at the University abroad and the Learning Agreement

Students must indicate which learning/educational activities they wish to carry out abroad when making their applications. This information is merely indicative and does not prevent students from choosing other activities for their official study plan (the **Learning Agreement**), which **must be approved** by the relevant Degree Programme Board **before departure**.

As such, the **activities permitted** during the period of mobility for studies are:

1. learning activities (taught) and related assessment tests (exams);
2. preparation of dissertation and/or PhD thesis;
3. curricular internship (only if envisaged in the course programme);
4. attendance (only learning activities not yet attended at UNIBO will be deemed valid and, in any case, only if agreed to the Degree Programme Board when approving the Learning Agreement).

N.B. Doctors undergoing specialised training must agree their learning programme abroad with the director of the specialisation school and obtain appropriate authorisation from the School Board. They are also required to check their insurance coverage with the competent offices.

Similarly, PhD students must agree their learning programme abroad with the PhD programme coordinator.

For further information concerning learning/educational activities, please consult Schools' International Relations Offices (<http://www.unibo.it/en/international/exchange-opportunities-at-Unibo/contacts-for-exchange-students-at-unibo/contacts-schools-international-relations-offices>).

Submitting an application

Each candidate may submit applications for a maximum of **two different vacancies**. Applications must be submitted **online only** by visiting AlmaRM (<https://almarm.unibo.it>), from 10 January 2017, and following the guided procedure.

START DATE FOR THE PRESENTATION OF APPLICATIONS: Tuesday, 10 January 2017

CLOSING DATE: Monday, 13 February 2017 at 1pm

In order to apply, candidates must:

1. *obtain the University login details* (username and password) for access the AlmaRM application;
2. *read the notes for filling in applications* on the homepage of AlmaRM, which explain how to apply online;
3. *upload to AlmaRM*:
 - **Self-certification of the degree certificate** with list of exams, **ONLY** if the first- or second-cycle degree was obtained from another University.
 - a **personal study plan** for the mobility and a motivation letter (which will be subject to assessment by the exchange coordinator)
 - **any other attachments** deemed useful for assessment purposes
 - a **language certificate, as indicated in attachment 3 to the call for applications (ONLY those who indicate this exemption category). The results of language assessment tests sat at the CLA will be obtained directly by the Mobility for Study Office.**

All documents must be uploaded to AlmaRM in pdf format at the time of making the application. Failure to do so may result in the application being rejected.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IT WILL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER SUBMISSION.

Once an application has been submitted, an e-mail will be sent to student's institutional e-mail address (name.surname@studio.unibo.it), as confirmation that the application has been successfully uploaded.

For problems regarding the activation and/or use of their University e-mail accounts, candidates should consult the following webpage <http://www.unibo.it/Portale/Il+mio+Portale/La+mia+e-mail.htm>.

SELECTION PROCEDURES

Award criteria

- **For students enrolled in a three-year Laurea (First cycle degree/Bachelor - 180 ECTS), Laurea Specialistica (Second cycle degree/Two year Master) or Laurea Specialistica a ciclo unico (Single cycle degree/Combined Bachelor and Master):**
 1. Evaluation of the exchange coordinator (up to a maximum of 40 points) on:
 - a) the coherence of the study plan with the individual candidate's course of study, the compatibility with the programme catalogue of the hosting university and the length of stay;
 - b) motivation as specified in the application or during the assessment interview (if required);
 - c) interview if compulsory (as written in the vacancy description)
 - d) language knowledge;
 - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests etc.).
 2. Academic progress (up to a maximum of 60 points) based on regularity of study and course credits and marks in the manner described below:
 - a) Students on a three-year first cycle degree programme, a single cycle degree programme or a graduate degree programme enrolled in years subsequent to the first: the calculation of career points considers the normalised average of marks obtained at the school attended and the number of credits registered during the academic career by Tuesday, 21 February 2017 (included) with respect to the first year of matriculation (regularity of studies). The regularity of studies may be assessed and possibly corrected by individual schools as envisaged in the Academic Senate Resolution of 21/07/2015;
 - b) students enrolled in their first year of a Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS): the calculation of career points comprises 6/7ths of the previous courses of study and 1/7th of individual student's current course of study. With regard to previous courses of study, the regularity of study factor is determined by the graduation date¹, while progress is based on the degree mark, as normalised with reference to the school of attendance. With regard to the individual student's current course of study, the following are considered: for progress, the normalised average; for regularity, the number of credits recorded for the course of study by 21 February 2017 (included).

In cases where, on enrolment, the candidate has more than one first cycle qualification, the most recent is taken into consideration.

Students are required to check that the data held by the Studenti Online about their individual academic careers contains all completed and recorded learning activities, as only activities registered by Tuesday, 21 February 2017 will be used to calculate their academic progress points.

- **for students enrolled in PhD programmes:**
 1. the evaluation of the exchange coordinator (up to a maximum of 40 points) on:
 - a) the coherence of the proposed activities with the individual candidate's study course, the compatibility with the programme catalogue of the hosting university and the length of stay;
 - b) Motivation as specified in the application or during the assessment interview (if required);
 - c) interview if compulsory (see vacancy description);

¹ The single graduation session, deliberated by the University Governing bodies on 27/01/2015 in the framework of the update of the Didactic Regulations has been divided, to the aim of the evaluation of the regularity of studies factor for the current call for application, in the following graduation periods:

- Period #1: from April 1st to July 31st (equivalent to the 1st session of the previous regulations)
- Period #2: from August 1st to December 23rd (equivalent to the 2nd session of the previous regulations)
- Period #3: from January 7th to March 31st of the following a.y. (equivalent to the 3rd session of the previous regulations)

- d) language knowledge;
- e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
- 2. the mark of the PhD programme entrance exam (up to a maximum of 30 points)
- 3. the mark of the Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS) (up to a maximum of 30 points)

- **for those enrolled at a Specialisation School**

- 1. evaluation of the exchange coordinator (up to a maximum of 40 points) on:
 - a) the coherence of the proposed activities with the individual candidate's course of study, the compatibility with the programme catalogue of the host institute and the length of stay;
 - b) motivation as specified in the application or during the assessment interview (if required);
 - c) interview if compulsory (see vacancy description)
 - d) language knowledge;
 - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
- 2. The average obtained in learning activities at the Specialisation School recorded for the course of study by Tuesday, 21 February 2017 (included) (up to a maximum of 30 points)
- 3. the mark of the Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS) (up to a maximum of 30 points)

In the case of students with a first cycle degree completed abroad, the assessment of the academic progress will be conducted by a special commission for the assessment of qualifications obtained abroad, appointed by the Director of the International Relations Division pursuant to the instruction dated 03/11/2015.

Students who receive 0 points from the exchange coordinator are considered **not suitable** and, therefore, will not be included on the list.

Students are reminded that once the ranking has been published, it is important to check the deadlines and comply with rules for accepting their allocated exchange places.

If unallocated exchange places remain on completion of the allocation process (deadline: Wednesday, 27 March 2017 at 1pm), the call for applications will be re-opened after checking the availability of funds for the related scholarships. The procedures and deadlines will be published on the Erasmus+ page of the portal (www.unibo.it/erasmus).

Acceptance of exchange place, withdrawal, replacement

After the deadline for the submission of applications (see the *Calendar of Deadlines*), the exchange coordinator will evaluate applications and submit the ranking to the offices, which in turn will publish them online using AlmaRM.

After the publication of these lists (Tuesday, 14 March 2017), the successful candidates must confirm acceptance of their exchange places by Monday, 20 March 2017 (see the *Calendar of Deadlines*) via AlmaRM.

NB: even if a candidate is successful on two lists, only one exchange place can be accepted and the acceptance of one will result in automatic deletion from the other list.

After the acceptance deadline, successful candidates who have not confirmed acceptance will be automatically deleted from the lists and their places made available to other students.

An updated list will then be published (Tuesday, 21 March 2017) and followed by another period for the acceptance of exchange places.

After 27 March 2017 at 1pm, in the event of withdrawals, the offices will contact the next students on the list via e-mail using the institutional e-mail address (@studio.unibo.it), specifying the deadline (usually one week) for acceptance; failure to accept by this deadline will result in students after them on

the ranking being contacted. It is therefore important for students to pay close attention to deadlines and to check regularly the in-box of their individual institutional e-mail address.

Please, be aware that during the acceptance phase the candidate is required to indicate the preferred exchange period (whole academic year, first or second semester). If the exchange period consists of more than 6 months and the student choses second semester, automatically, the period and the grant will be reduced to 6 months.

N.B. – After accepting an exchange place it is not possible to apply again when applications are re-opened, even in the event of withdrawal.

Once students have confirmed acceptance of an exchange place, **they must:**

1. sign an 'Individual Contract' or "Mobility Agreement" with UNIBO which contains mandatory clauses established by the European Commission (a contract which all Erasmus+ students from all participating countries are required to sign);
2. define and obtain approval for their study plan, or Learning Agreement, from their individual Degree Programme Boards, which will then be used to recognise the activities completed abroad;
3. fulfil all the administrative requirements (*application procedures*) of the partner institute (*application form, language certification and any other documentation*);
4. check the entry requirements of the host country (visa, residence permit, health insurance) by contacting the competent embassies/consulates.

Although the Mobility for Study Office nominates the successful candidates (notifies the partner institute of the selected students), the individual students are responsible for finding out about the administrative requirements and deadlines established by the partner institutes. If students do not do this, they run the risk of rejection by the partner institute concerned.

Students may withdraw from an exchange place after accepting it by using the AlmaRM application. **Upon determining that it is impossible to benefit from the exchange place, students must withdraw as soon as possible and preferably by 31 July 2017.** The lists of eligible candidates will only be reviewed again in relation to the places released by withdrawals made by the above mentioned deadline. In all cases of later withdrawal, the exchange place will remain vacant and it will not be possible to re-allocate it. **Withdrawal from an exchange place will not result in any academic penalty for the students concerned, nor will it impact their participation in future calls for applications.**

N.B. ALL ACTIVITIES AND RELATED FUNDING ENVISAGED IN THIS CALL FOR APPLICATIONS ARE SUBJECT TO SIGNATURE OF THE ERASMUS+ - MOBILITY FOR STUDIES - FINANCIAL AGREEMENT FOR THE 2017/18 ACADEMIC YEAR BETWEEN THE INDIRE/ERASMUS+ NATIONAL AGENCY AND THE UNIVERSITY OF BOLOGNA. PUBLICATION OF THIS CALL FOR APPLICATIONS IS THEREFORE CONSIDERED TO BE CONDITIONAL.

ATTACHMENTS

Attachment 1: Language requirements - Exemption from sitting the Assessment Test

Attachment 2: Non-EU opportunities - multi-disciplinary opportunities

Attachment 3: Language requirements - Language certificates for exemptions

Attachment 4: Language requirements - Degree programmes taught entirely in the English language

PROCEDURE SUPERVISOR

Pursuant to art. 4 of Law 241 dated 7 August 1990 (new regulations for the administrative procedure and right of access to administrative documents'), the procedure supervisor is Dr. Giovanna Filippini, the International Relations Division Manager.

Candidates are entitled to exercise their right to access competition proceedings as foreseen by the regulations in force. Requests must be submitted to the International Relations Division - Mobility for Study Office, Via Zamboni 33, Bologna, by filling in a form which can be requested at the office.

Information pursuant to Art 13 of Legislative Decree 30/06/03 No 196, 'Personal Data Code'

1. Purpose of data processing.

The University of Bologna will process data provided exclusively for institutional purposes and in compliance with the regulations in force for the protection of personal data. Specifically, the personal data requested is processed for the purposes of drawing up ranked lists for the allocation of exchange places and grants.

2. Data processing procedures and interested parties.

The processing of personal data is executed using IT systems and manually in hard copy, in full compliance with the regulations in force for the protection of personal data (Legislative Decree 196/03). This data may be passed on to external parties, both for the evaluation of candidates and for the grants or additional contributions in support of mobility.

3. Data Controller:

For the purpose of drawing up ranked lists for the allocation of exchange places and grants, the data controller is the University of Bologna, offices in Via Zamboni, 33 - 40126 - Bologna, which may be contacted for the exercise of rights pursuant to art. 7 of Legislative Decree 196/2003. The Director of the International Relations Division is the Data Processor.

4. Rights pursuant to art. 7 of Legislative Decree 196/2003:

(Right to access personal data and other rights)

1. Data subjects are entitled to obtain confirmation of the availability or otherwise of personal data concerning them, even if this data is not yet recorded, and to have this data disclosed to them in intelligible form.

2. Data subjects have the right to obtain the following information:

- a) the source of personal data;
- b) processing methods and purposes;
- c) the logic applied if data is processed with the aid of electronic tools;
- d) the identification details of the data controller, data processor and designated representative pursuant to article 5, paragraph 2;
- e) the parties or categories of party to which personal data may be disclosed or who may acquire knowledge of said data in their capacity as the designated representative in the territory of the State, data processor or persons tasked with processing.

3. Data subjects are entitled to:

- a) update, correct or, if required, supplement the data;
- b) request that the data be deleted, transformed into anonymous form or that the processing of data in violation of the law be stopped, including data for which storage is not required for the purposes for which it was collected or successively processed;
- c) request evidence that the operations referred to in paragraphs a) and b), and the related content, have been made known to those to whom data has been communicated or disclosed, except if it is impossible or requires the use of means clearly disproportionate to the right being protected.

4. Data subjects have the right to contest, in part or fully:

- a) the processing of their personal data for legitimate reasons, even if said data is pertinent to the purposes of collection;
- b) the processing of their personal data for the purpose of sending promotional material or for direct sales, market research or commercial communication purposes.

CALENDAR OF DEADLINES

Tuesday, 10 January 2017

Publication of the call for applications and start of the period for submitting applications. Applications may only be submitted online via the link on the webpage www.unibo.it/erasmus, which can be accessed with an institutional username and password. All attachments must be uploaded in pdf format at the time of applying. Documents submitted to the offices in hard-copy format or not uploaded in pdf format will be rejected.

From 10 January 2017 at 10am to 20 January 2017 at 10am (subject to the availability of places)

During this period students may enrol for language assessment tests using the AlmaRM online application

from 23 January 2017 to 10 February 2017

During this period language assessment tests will be held at the CLA (Bologna and the Romagna offices). The calendar of tests is available at the following link 1. <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/index.html>

Monday, 13 February 2017 at 1pm

Deadline for the submission of applications.

Tuesday, 14 March 2017

Publication online of the ranked lists. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section made available on the following web page www.unibo.it/erasmus.

Monday, 20 March 2017 at 1pm

Deadline for the acceptance of places awarded, with reference to the ranked list published on 14 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

Tuesday, 21 March 2017

Publication online of updated ranked lists. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section made available on the following web page www.unibo.it/erasmus.

Monday, 27 March 2017 at 1pm

Deadline for the acceptance of places awarded, with reference to the updated ranked list published on 21 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

From Tuesday, 28 March 2017

Communication of the names of the successful candidates to the Partner Universities by the Mobility for Study Office of the International Relations Division.

CONTACTS

Bologna

Europe Geographical Area Sector - Mobility for Study Office

Via Filippo Re, 4

40126 Bologna

Tel: +39 051 2088100; Fax: +39 051 2086174

email: erasmus@unibo.it

Office opening times:

Monday, Tuesday, Wednesday, Friday: 9:00-11:15; Tuesday and Thursday: 2:30-3:30pm

Cesena

International Relations Office

Via Montalti, 69 – Palazzo Urbinati

47521 Cesena

Tel: +39 0547 339006 (open Monday to Friday: 12:00-1.00pm)

Fax: +39 0547 338903

email: campuscesena.uri@unibo.it

Office opening times:

Tuesday 9-11.15am and 2-3pm; Wednesday 9-11.15am; Thursday 2-3pm

Forlì

International Relations Office

Piazzale Solieri,1 - Padiglione Melandri – 47121 Forlì

Tel: 0543 374835/47; Fax: 0.543 374801

email: campusforli.uri@unibo.it

Office opening times:

Monday, Friday: 9-11:15am; Tuesday: 9-11:15 am and 2.30-3.30pm; Wednesday: 9-12am; Thursday: 2:30-3:30pm

Rimini

International Relations Office

Via Cattaneo, 17 - Primo Piano

47921 Rimini

Tel: +39.0541.434101/234; Fax: +39.0541.434271

email: campusrimini.studenti@unibo.it

Office opening times:

Monday, Tuesday, Wednesday, Friday: 9:00-11:15; Tuesday and Thursday: 2:30-3:30pm

Ravenna

Internship Orientation and International Relations Office

Via Alfredo Baccarini, 27

48121 Ravenna

Tel: +39.0544.936258/86; Fax: +39.0544.936264

email: campusravenna.internazionale@unibo.it

Office opening times:

Monday, Tuesday, Wednesday, Friday: 9am - 12:30pm; Tuesday and Thursday: 2:30-4:30pm