



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ERASMUS+ CALL FOR APPLICATIONS

MOBILITY FOR STUDIES

ACADEMIC YEAR 2016-2017

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GENERAL INFORMATION

Purposes

The *Erasmus+ Mobility for Studies* programme enables students to spend a period of continuous study at Universities which have entered an agreement with the University of Bologna.

Since 2015 the *Erasmus+ Mobility for Studies* is also open to the participation of non-EU countries which are defined as *Partner Countries*, enabling students to spend a period of study either at European or non-European Universities which have entered an agreement with the University of Bologna. European countries which are traditionally part of the Erasmus+ programme are now defined as *Programme Countries*.

Despite differences, in both cases students in mobility receive an economic contribution, have the possibility to attend courses and use structures available at the host institute without additional enrolment fees (with the exception of fees local students are also required to pay), with a guarantee of full recognition of learning activities successfully completed abroad, subject to their inclusion in the Learning Agreement. The Erasmus+ programme is an opportunity to live cultural experiences abroad, to gain knowledge of new higher education systems and as such to actively participate in the European integration process and cooperation with *Partner Countries* to reinforce reciprocal knowledge, academic and cultural dialogue, to contribute to sustainable development processes through the mutual exchange of knowledge and the promotion of European values and culture in the world.

EU Countries participating in the Erasmus+ programme

It is possible to apply for periods of mobility for study at any University located in the following *Programme countries* of the Erasmus+ programme:

- Any of the 27 European Union 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: Island, Liechtenstein and Norway.
- the accession candidate countries: Turkey, the Republic of Macedonia.

Non-EU Countries participating in the Erasmus+ programme

It is possible to apply for periods of mobility for study at any University located in the following *Partner countries* of the Erasmus+ programme: Albania, Armenia, Bosnia and Herzegovina, Lebanon and Syria. For students applying for non-EU locations all *requirements* foreseen by the current call for applications for Erasmus+ Study academic year 2016-17 apply: *general requirements for eligibility*, *language requirements*, *selection procedures* and *incompatibilities*. As established by the Erasmus+ programme, specific financial contributions are foreseen for non-EU locations, described in detail in the paragraph *Funded Contribution*.

Mobility to Switzerland

Currently Switzerland does not participate in the Erasmus+ programme under the same conditions as *Programme and Partner Countries*, specifically it does not receive any funding from the European Union for mobility from and to its own country.

In order to guarantee mobility and established cooperation, the Swiss Federal Council has elaborated a transitory solution, the so-called Swiss European Mobility Programme, which subject to the stipulation of a specific cooperation agreement between European and Swiss Universities, foresees the funding of mobility for all incoming and outgoing students by Swiss universities (for funding please see the par. *Funded Contribution*).

For students applying for Swiss institutions all *requirements* foreseen by the current call for applications for Erasmus+ Study academic year 2016-17 apply: *general requirements for eligibility*, *language requirements*, and *incompatibilities*, with the exception of those concerning the 12 months for the Erasmus+ programme cycle.

Funded contribution

Financial contribution for mobility to Programme Countries (EU Countries)

Funding for students in mobility for Erasmus+ study are not scholarships which cover all expenses, but rather are to be considered as a contribution towards major expenses linked with staying abroad.

Funding consists of:

- The European Union contribution (sums indicated refer to the academic year 2015/16). Amounts are related to the destination country of students in mobility and days of actual stay abroad. Specifically, funding is divided into the following groups of destination countries:
 - Group 1 (high cost of living): Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, UK;
 - Group 2 (medium cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain and Turkey;
 - Group 3 (low cost of living): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Republic of Macedonia.

Mobility to Group 1 countries: **€280 per month**
Mobility to Group 2 countries: **€230 per month**
Mobility to Group 3 countries: **€230 per month**

• Contribution from the University of Bologna and the Italian Ministry of Education, University and Research. The amount has not yet been disclosed as it is subject to available budget funds and the total number of monthly stays requiring funding. Therefore payment is due at the end of 2017.

• An eventual additional contribution for ER.GO (Regional Board for the Right to Higher Studies of Emilia Romagna) beneficiaries. For more information please contact ER.GO: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051 6436900, info@er-go.it, www.er-go.it.

• Eventual special funding for disabled students or for students from disadvantaged socio-economic groups which may be allocated by the European Union.

Successful candidates shall be directly informed of the availability of special contributions for disabled students and shall be required to inform of their condition upon acceptance.

A specific call for applications shall be issued for the allocation of eventual additional contributions for disadvantaged socio-economic groups, available to successful Erasmus+ candidate of the academic year 2016/17. Therefore students are requested to check the site www.unibo.it/erasmus.

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

Funding for students in mobility for Erasmus+ study are not scholarships which cover all expenses, but rather are to be considered as a contribution towards major expenses linked with staying abroad.

Funding for non-EU institutes consists entirely of the European Union contribution and is divided as follows:

- contribution for living costs: €650 per month; the amount is the same for all non-EU Countries and is based on the number of days of actual stay abroad.
- contribution for travel expenses: amounts are established by the Erasmus+ programme based on the distance in kilometres between Bologna and the central campus of Universities included in the Agreement. Amounts are price ceilings, the student will be reimbursed for the actual cost of the travel ticket up to:
 - ✓ Albania: Bologna - Tirana, up to €275
 - ✓ Armenia: Bologna - Yerevan, up to €360
 - ✓ Bosnia and Herzegovina: Bologna - Sarajevo, up to €275
 - ✓ Lebanon: Bologna - Beirut, up to €360
 - ✓ Serbia: Bologna - Belgrade, up to €275; Bologna - Novi Sad: up to €275

Funded contribution for mobility to Switzerland

Funding of periods of mobility for students who travel to Switzerland in the academic year 2016/17 is to be borne by Swiss Universities and amounts are yet to be disclosed. In the academic year 2015/16 amounts for funding were between CHF 360 and CHF 420 (approximately EUR 330-390). Therefore this funding is not community funding and as such beneficiaries are not eligible for additional contributions for disadvantaged socio-economic groups or for special needs (which are linked to the Erasmus+ contribution).

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

All funding (Erasmus+ and Switzerland) is allocated exclusively for the execution of admissible activities (see par. *Activities to be executed abroad and Learning Agreement*), of a minimum duration of 3 months (90 days) and maximum duration of 12 months.

For Erasmus+ **EU and Switzerland** funding, the period of execution must be between **1st June 2016 and 30th September 2017**. For Erasmus+ **non-EU Countries** funding, the period of execution must be between **1st June 2016 and 31st May 2017**.

Erasmus+ funding is also linked to studies and/or activities carried out abroad and their recognition by the student's Degree Programme Council: Students who fail to obtain satisfactory results in any completed any study activities, who fail to obtain recognition from their Degree Programme for completed activities, or who fail to request any recognition before graduation, shall be required to return the full amount of funding received.

REQUIREMENTS AND METHOD FOR THE SUBMISSION OF APPLICATIONS

General requirements for eligibility

In order to apply for the Erasmus+ - Mobility for Study call for applications academic year 2016/17 you must:

1. be enrolled at the University of Bologna in the Academic year 2015/16, regardless of country of citizenship;
2. possess adequate language skills (see paragraph *Language Requirements*);
3. Present a study project of courses to be attended at the partner institute and relative motivations (see paragraph *Activities to be executed at the institute abroad and Learning Agreement*);
4. ensure enrolment for the academic year 2016/2017 no later than deadlines issued by the University of Bologna (for information on how to apply and application deadlines, please visit the following page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea>);
5. Students who upon application are enrolled in the third year of a first level degree course or are beyond the prescribed time for graduation and aim to graduate no later than the academic year 2015/16 and intend to leave in the first year of a Two Year Masters, must be enrolled in a Two Year Masters course in the academic year 2016/17. **Specifically these students may only apply for exchange places where it is possible to go abroad in the second semester**, otherwise their application shall be rejected. It is not possible under any circumstances to anticipate departure to the first semester, even if permission has been granted by the host University. In the case of applications for exchanges lasting over 6 months, length of stay at the host University shall be determined based on the latter's calendar of learning activities and period certificate issued at the end of the period of study. In any case students in mobility may not graduate before completing the period of study abroad and obtaining recognition from their own Degree Programme Council for activities completed abroad.

N.B. students who wish to graduate before the extraordinary session of the academic year 2015/16 (February/March 2017) may depart in the first semester (academic year 16/17) for dissertation preparation activities.

6. Mobility towards non-EU countries will be possible ONLY during the first semester 2016/17. It won't be possible, in any case, to post-pone the departure to the second semester, even in case of authorization by the host university.

Incompatibilities

It is hereby specified that incompatibilities do not only regard the scholarship but also the "status" of Erasmus students.

Students who apply for the Erasmus+ Mobility for Study call for applications:

- may obtain one or more Erasmus+ scholarships for each cycle of studies (three year, masters and doctorate) for a total period which must not exceed 12 months per cycle; for single cycle degree (for example Medicine) the maximum number of months is 24. Previous Erasmus mobility, Erasmus Placement, Erasmus Mundus Action 1 experiences (only for those who up to the academic year 2010/11 have used Erasmus scholarships for structured mobility), executed within the Lifelong Learning Programme, are included in the calculation of used months, to the purpose of checking that students have not already reached or exceeded the 12 month limit foreseen per cycle.
- may not receive, in the same period in which they receive funding for the Erasmus+ project, other types of community contributions (including scholarships for attending Joint Master Degrees - pursuant to Erasmus Mundus Action 1) or deriving from University of Bologna funds allocated for mobility periods abroad;
- if they are beneficiaries of an Erasmus+ exchange, during the same academic year they may not benefit from other exchanges for the same purposes (study); they may however benefit from exchanges with different purposes (for example internship and dissertation research). The only exceptions are students of Degree Programmes which foresee a compulsory mobility period.

International students who have been allocated an Erasmus Mundus Action 2 scholarship and who are enrolled on two year master degree courses, may not receive the Erasmus Mundus Action 2 scholarship and the Erasmus+ contribution simultaneously. These students are requested to contact their own EMA2 person of reference for further clarification.

Students enrolled in doctorate courses, who are successful in the present call for application, must decide whether to accept the *Erasmus+ Mobility for Study* or an increase in their doctorate scholarship for their time abroad.

Language requirements

In order to guarantee students in Erasmus+ Mobility a punctual test of their level of language knowledge, so that they gain awareness of their ability to leave for a period of mobility abroad, the University of Bologna foresees compulsory testing of language abilities for the 2016/2017 call for applications.

It is hereby reminded that such tests have the purpose of:

- a) rendering students aware of their level of language competence in advance so that they have the chance to improve,
- b) supply proposing lecturers with a homogeneous tool for student assessment in the formulation of lists,
- c) supply a tool for language competence level certification of students in response to increasingly frequent requests from partner Universities.

In order to submit an application for the Erasmus+ 2016/17 call for applications, a minimum level of language competence is required, equivalent to **level A2 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>). **PLEASE NOTE: Compliance with requirements for your own Degree Programme does not constitute an exemption from sitting the test, even if the required language level is equal to or higher than level A2.**

As well a requirement for application eligibility, test results are also used to determine applicant position on the list.

Candidates may sit the test for a maximum of two languages and for each language, **only once**.

For countries in which two languages are indicated, candidates may choose to sit the test in any one of these languages.

Candidates may enrol for tests at the University Language Centre (Bologna and Romagna offices) during the period from **19th January and 11th February 2016 10am**, via the online application AlmaRM.

Test sessions for the following languages: **French, English, Portuguese, Spanish and German** are scheduled to take place from **15th February 2016 until 19th February 2016** (the calendar is available on the University Language Centre's page <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/test-erasmus-studio-a.a.-2015-2016> Bologna and Romagna offices).

Please note: at some campuses in Romagna it shall be possible to sit language tests on specific dates only, during the aforementioned period - please check the link provided above.

Students may choose to sit the language test at any CLA centre, regardless of the campus of reference for their own Degree Programme.

Unless otherwise specified, upon booking students may not choose the date on which they sit the test as the system automatically processes booking requests and allocates them to the earliest available date.

There are no resit sessions.

All students are required to sit a language test and obtain a pass over A2 level, with the exception of those under **exempt categories** listed here below.

The following are exempt from tests: students who:

1. are enrolled at Degree Programmes which are entirely taught in the English language (listed in Annex 1). However should such students apply for institutes which do not request English as a test language, they are required to submit adequate certification (or sit the test);
2. have been awarded an official certificate issued by one of the Certifying Bodies in the table of equivalence of the Common European Framework of Reference **and supplemented with certification for Portuguese** (Annex 2). Certificates issued before 1/1/2014 are not valid, regardless of the official validity period established by the Certifying Body.
3. who have been awarded a certificate for attendance and the obtaining of credits of 50 hour courses at the University Language Centre of BOLOGNA (CLA), which makes explicit reference to CFR levels. Certificates issued before 1/1/2014 are not considered as valid;
4. who have sat and passed a language test at the University Language Centre of BOLOGNA (CLA), no earlier than 1/1/2014, for mobility calls for applications (Erasmus, Erasmus Placement or Overseas). **the result of the last language test taken is taken into account** (for example, if a student sat a test in 2014 and obtained A2 level, and in another test taken in 2016 the same student obtains A1 level, he/she shall not be eligible for application). **PLEASE NOTE: for students who decide to sit the test in the February session**

2016, the level obtained in this test shall be taken into consideration, even in cases with previous higher language test results.

Pass certificates of curricular language tests required in students' study plans taken at the CLA.

5. Students enrolled at Degree Programmes of the **High School of Language and Literature, Translation and interpreting**, who participate in exchanges linked to the school, are exempt from taking the compulsory test and are required to comply with indications issued by their school's office.

Specifically:

- students enrolled in Degree Programmes under the Vice Dean's Bologna office may check language requirements on the following page: <http://www.scuolalingue.unibo.it/it/requisiti-linguistici-per-laccesso-al-bando-erasmus-2013-14>
- and students enrolled in Degree Programmes under the Vice Dean's Forlì office may check language requirements on the following page: <http://corsi.unibo.it/Laurea/MediazioneLinguisticaInterculturale/bando-erasmus-aa-20162017-valutazione-delle-competenze-linguistiche.htm>

Students enrolled at Degree Programmes of the **High School of Languages and Literature, Translation and interpreting**, who participate in exchanges linked to other schools, are required to comply with criteria foreseen by calls for applications for students of all other schools.

Students who wish to enrol for Degree Programmes linked to the High School of Languages, Literature, Translation and Interpreting and to spend a period abroad with future career prospects (for example students enrolled in three year Bachelor of Arts degrees who wish to enrol in a two year Master degree programme at the School of Languages), must comply with criteria foreseen for students of all other Schools.

All applications which fail to meet language requirements as per aforementioned methods (tests and eventual exemptions) shall be deemed incomplete and as such rejected.

Lastly, it is hereby reminded that those who wish to sit language tests may obtain automatic recognition as proof of curricular language level suitability only if they submit an application for the Erasmus+ 2016/17 call for applications and achieve or surpass the established pass levels for level suitability foreseen in their own study plan. Recognition may also be obtained if curricular language level suitability is required in a student's study plan for a year later than 2016/17.

PLEASE NOTE:

Language requirements specified in the previous paragraph are compulsory for application eligibility and may be lower compared to language requirements of Partner Universities. Therefore students are required to:

- check language requirements for the University they intend to carry out an Erasmus+ period at
- check details of offers of single exchanges:
 - eventual minimum language level requested by the School/Vice president pertaining to the offer
 - eventual further notes regarding language, supplied by the lecturer of reference.

If students obtain a result which is lower than the one specified in requirements for the offer the students has submitted an application for, **they may be considered as not be eligible for application.**

Example 1: Many Dutch Universities require a TOEFL certificate and many British Universities require a IELTS certificate which Erasmus+ students must present as required upon submitting the application form. Therefore students who are awarded a place at one of these Universities are required to obtain necessary certification no later than deadlines established by the host universities.

Example 2: Some Schools/ Offices of the Vice Dean of our University may request a minimum level of language knowledge in order to insert candidates in the list of suitable candidates and said level may be higher than those requested by the University for participation in the call for applications. Please check the offer.

Failure to meet language requirements requested by a partner University, proof of which must be submitted upon application, may mean the latter's rejection of a student's application for mobility, even if said students have passed the selection of the University of Bologna's call for application .

Choice of destinations - browse the list of available vacancies

You may submit an application for a maximum of two different offers, which may be linked to a single proposing lecturer, or different lecturers.

Offer characteristics may change during the period in which the call for applications is published as partner universities may divulge changes which may influence, for example, the types of Degree Programmes linked to offers.

Offers which are marked as "offer is pending confirmation from partner university" are those which upon publication were pending a guarantee of availability from partner universities for University of Bologna students. Please be aware that terms of these agreements may be subject to changes after the publication of lists and/or,

if an application for one of these institutes is accepted and the university partner fails to confirm the agreement, there is no guarantee that the exchange place may be used.

In reference to enrolment years please note that:

- years for which enrolment is available refers to the year of stay. Therefore, for example if an offer included in this call for applications (which refers to the academic year 2016/17) is issued for the 2nd year of the three year first cycle degree, students in the academic year 2015/16 who are in their first year may apply as in the academic year 2016/17 they shall be second year students.
- students who in the academic year 2015/16 are enrolled in the 3rd year of a three year first cycle degree, may apply only if in the academic year 2017/16 they shall be enrolled upon terminating their regular study period. Such students may submit a "future career" application for two year masters but must bear in mind that they may only execute the period of study abroad after actually graduating in the first cycle degree and formalising their enrolment for the two year masters upon application; should students enrol in a different two years master course, said course must be a course accepted in the offer for students to benefit from the exchange. Students who submit future career applications may benefit from mobility in the second semester only, even if they apply and are granted a contribution for a longer stay (for example 10 or 12 months); in such cases upon return the period foreseen in the offer shall be reduced based on the period certificate issued by the partner university and subsequently the contribution shall be proportionately reviewed.

The entry "**Compulsory interview**" and contents in the "**notes**" section refer to criteria and requirements directly posted by proposing lecturers.

If the offer includes a request for a "**Compulsory interview**", this means that the interview with the proposing lecturer must be held before application submission (unless otherwise specified); failure to attend an interview before submitting an application may result in application rejection.

Choice of destinations - check that you meet requirements

Upon identifying offers of interest, candidates must check on the the web sites of partner institutes involved for conditions which may hinder departure: *application deadlines* which are too soon, language requirements that are too high, incompatibility of subjects taught. During this phase it is also useful to consult the proposing lecturer, even if the interview is not indicated as a compulsory requirement in the offer sheet.

Partner universities may choose not to accept students even if they have been classified as suitable in the selection carried out by the University of Bologna. Usually and by way of information, reasons for which selected students may not be accepted by partner universities include:

1. application procedure deadlines (*application procedures*)of partner institutes. Many partner institutes require that selected students fill out and post the *application form* (forms for registration, accommodation, course enrolment, etc.), in compliance with compulsory deadlines. Failure to submit an *application form* before set deadlines means that students are rejected from stay. In some cases partner university deadlines are very close to the period in which the university of Bologna publishes lists or the date of student acceptance for exchange places. Therefore students should check the internet site of selected partner institutes already before submitting their application so that they are prepared for eventual deadlines set by the latter.
2. Partner institute language requirements. Although our university requires that all students interested in applying for the Erasmus+ programme sit a language test or submit language knowledge certification as described in the "language requirements" section of the present call, it is important to take into account that an increasing amount of institutes require a high level of language knowledge, and in most cases through international certifications. Please find out about partner institute requirements by consulting their relative sites or directly contacting the International Relations Offices of partner institutes. In most cases, partner universities provide information on language requirements when candidates send the application form.
3. Eventual incompatibility between study plan and the partner institute's learning offer. Before submitting an application, you must find out more about study possibilities at institutes abroad so as not to risk rejection of study programme proposals submitted to partner institutes. For further information please contact the lecturer at the university of Bologna who has proposed the offer and consult the partner institute's site.
4. Entry procedures and stay at country abroad. Please find out more, through the partner university or relevant bodies (embassies and consulates), on procedures required for entry and temporary stay, procedure duration, and on how to apply for eventual residence/ temporary residence permits in the foreign country. Such information is not available at the university of Bologna's offices and should be requested at those of foreign universities.

Requirements often change every year, therefore it is not always possible to include them in single sheets referring to single offers. This is why it is recommended that students find out more and before submitting applications as it is not possible to change or supplement applications once they are submitted.

In any case students who are allocated an exchange place are reminded that the final decision for admission is made by the host university and in case of rejection, re-allocation to another institute by the University of Bologna is not foreseen.

Choice of destinations - additional notes for Non EU countries

Non EU destinations may involve more than one subject areas and can be available to different Schools. In order to easily check the list of these destinations, please use the Attachment nr.3 - "Offerte multidisciplinari - Extra UE", where the list of non EU destinations, the available places, the language requirements and the list of Schools involved are listed.

Furthermore, the non EU destinations on ALMARM are classified according to the subject area "offerte multidisciplinari", as each non EU destination can include more than subject area.

Candidates interested in checking through ALMARM the places available in non EU countries will need to select under "settore disciplinare" the "offerte multidisciplinari" label, in order to visualize the list of the non EU destinations available to the School of enrolment.

Mobility towards non-EU countries will be possible ONLY during the first semester 2016/17. It won't be possible, in any case, to post-pone the departure to the second semester, even in case of authorization by the host university

Activities to be executed at the University abroad and Learning Agreement

You must indicate learning-educational activities you wish to carry out abroad on the application. Please note that this information is indicative only and does not preclude the possibility of choosing other activities for the official study plan (the Learning Agreement) which is subject to the approval of the Degree Programme Council before departure.

Therefore it is hereby specified that activities permitted during the mobility period are:

- Learning activities and relative exams;
- preparation of dissertation and/or doctoral thesis
- curricular internship (only if foreseen in course programme);
- attendance (attendance of learning activities which have not been attended at the University of Bologna, and in any case subject to the approval of the Degree Programme Council, in compliance with the Learning Agreement; for further information please get in touch with the proposing lecturer).

N.B. Doctors in specialised training must agree on their learning programme abroad with the director of the Specialization school and obtain relative authorisation from the School Council. They are also required to check Insurance with competent offices.

PhD students must also agree on their learning programme abroad with the PhD programme coordinator.

Submission of application

Each candidate may submit an application for a maximum of two different offers. Applications must be submitted on line only by connecting to the Alma RM application, from the 25th January 2016: <https://almarm.unibo.it> and by following the guided procedure.

OPENING OF APPLICATIONS from 25th January 2016

DEADLINE Wednesday 24th February 2016, 1pm.

In order to apply candidates must:

- *obtain a university* username and password) for access to the Alma RM application;
- *read notes for filling in applications* on the homepage of the Alma RM application which explain how to apply on line;
- *upload the following on Alma RM:*
 - Self-certification of degree diploma with a list of exams ONLY for those who have complete a 1st or 2nd cycle degree at another university. Failure to upload said self-certification may cause proposing lecturers to reject application
 - a study plan at the foreign institute and relative motivations (which shall be taken into consideration)
 - eventual other attachments deemed useful for assessment
 - a language certificate as indicated in the call (and only in the case of those who indicate this exemption category). Results of language tests taken at the CLA shall be obtained directly by the office.

Documents must be uploaded on Alma RM in pdf format upon application, failure to do so may result in application rejection.

When filling in the application students shall be asked to declare that they possess all requirements for the call.

INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.
IT SHALL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER THEIR SUBMISSION.

Once the application has been submitted, an email shall be sent to students' university email account(name.surname@studio.unibo.it), as notification that the application was successfully uploaded.
For eventual problems regarding the activation and/ or use of the university email account, candidates should consult the following page <http://www.unibo.it/Portale/Il+mio+Portale/La+mia+e-mail.htm>.

Successive phases:

- ✓ offices check candidate participation requirements and all applications which meet requirements pass on to the evaluation phase
- ✓ all applications are then assessed by proposing lecturers for the drafting of lists.

SELECTION PROCEDURES

Criteria for the formulation of lists

Criteria for the drafting of lists are the same for students of all of the University's Schools.

The criteria are:

- for students enrolled at first cycle degrees (three year degree), two year masters and single cycle master courses:

1. the decision of the proposing lecturer on: (up to a maximum of 40 points)

- the congruence of proposed activities with university career, teaching offer of the host institute and the length of stay at the latter; please note that the application section "exams/activities to be executed abroad" is of particular importance;

- motivations specified in the application and eventually elaborated during the evaluation interview (if foreseen);

- whether candidates have attended the compulsory interview (if expressly requested in the offer);

- language knowledge;

- eventual other elements specified by the student in the application or during the interview (different learning educational experiences, specific academic interests, etc.).

2. Career assessment (up to a maximum of 60 points) based on regularity of study and course credits in compliance with methods described here below:

- three year first cycle, single cycle two year masters and masters students enrolled for the year after their first year: factors which are taken into account in the calculation of career points are the normalised average of marks obtained at school attended and number of registered credits during career on Monday 7th March 2016 from the first year of Matriculation (regularity of studies). Regularity of studies may be evaluated and eventually corrected by single schools as foreseen by Academic Senate Resolution of 21/07/2015;

- students enrolled in their first year of two year masters: factors which are taken into account in the calculation of points are 6/7 previous career and 1/7 students' career since enrolment. Under previous career, the regularity of studies factor is represented by the Graduation session, advancement by Degree mark, normalised based on the school attended. Under current career the following are considered: for advancement: normalised average and for regularity, the number of registered credits in career on Monday 7th March 2016.

In cases where upon application candidates present more than one first cycle qualification, the most recent one is taken into consideration.

All students are required to check in advance that data which appears in the *Studenti Online* application regarding their own career contains all completed and recorded learning activities as only activities registered under career on Monday 7th March 2016 shall be used in the calculation of career assessment.

In the case of students with a first cycle degree completed abroad for which information is not available, for example graduation session or degree mark (which are features of the Italian University system), career assessment shall be executed by a special commission for the assessment of qualifications obtained abroad, nominated by the Director of the International Relations Division as per order of 03/11/2015.

- for students enrolled in PhD programmes:

1. the decision of the proposing lecturer on: (up to a maximum of 40 points)

- the congruence of proposed activities with university career, teaching offer of the host institute and the length of stay at the latter; please note that the application section "exams/activities to be carried out abroad" is of particular importance;

- motivations specified in the application and eventually elaborated during the evaluation interview (if foreseen);

- whether candidates have attended the compulsory interview (if expressly requested in the offer);

- language knowledge;

- eventual other elements specified by the student in the application or during the interview (different learning educational experiences, specific academic interests, etc.).

2. the mark of the doctorate entrance exam (maximum 30 points)

3. the mark of the two years masters (maximum 30 points)

- for those enrolled at a Specialization school

1. the decision of the proposing lecturer on: (up to a maximum of 40 points)

- the congruence of proposed activities with university career, teaching offer of the host institute and the length of stay at the latter; please note that the application section "exams/activities to be carried out abroad" is of particular importance;
- motivations specified in the application and eventually elaborated during the assessment interview (if foreseen);
- whether candidates have attended the compulsory interview (if expressly requested in the offer);
- language knowledge;
- eventual other elements specified by the student in the application or during the interview (different learning educational experiences, specific academic interests, etc.).

2. The average obtained in learning activities at the Specialization school, registered in the career on Monday 7th March 2016 (maximum of 30 points)

3. the mark of the two years masters (maximum 30 points)

All students who receive 0 points from the proposing lecturer are considered as **not** suitable and therefore shall not be included in the list.

It is hereby reminded that once lists have been published, it is important to check for deadlines and comply with regulations for the acceptance of allocated exchange places.

If upon the conclusion of the allocation process (deadline: **Thursday 14th April 1pm**), there are exchange places which have not been allocated, a re-issue of the call is foreseen, subject to the availability of funds for relative scholarships. Procedures and deadlines shall be published on the Erasmus+ page of the portal (www.unibo.it/erasmus) late March/ early April 2016.

Acceptance of places, exchange, renunciation, succession

After the deadline for the submission of applications (please see calendar here below), proposing lecturers shall evaluate applications and submit lists to offices and the latter shall publish them on-line in AlmaRM.

After the publication of lists (Wednesday 30th March 2016), successful candidates are required to confirm acceptance of exchange places within one week (see calendar here below) in AlmaRM. After this deadline, successful candidates who have not confirmed are automatically deleted from lists and unaccepted places are made available to successive students in lists.

An updated list shall then be published (Thursday 7th April 2016) followed by another period for the acceptance of exchange places.

After 14th April 2016, 1pm (deadline for acceptance of places), in case of eventual withdrawals, offices shall contact successive students on the list via email using the university email (@studio.unibo.it), specifying the deadline (usually one week) for acceptance; failure to accept before said deadline means that successive students on the list shall be contacted. Therefore it is important to track deadlines and check your email.

N.B. - Once the exchange place has been accepted, candidates may not submit applications under the re-issued call (which shall be published in late April/ early May 2016 with remaining exchange places upon termination of allocations of the first call), even if they withdraw from said place.

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

- sign an "Individual Contact" with the University of Bologna containing minimum clauses defined by the European Commission (a contract which all Erasmus+ students from all participating countries are required to sign);
- define and receive approval of their study plan, also known as the Learning Agreement, from their own Degree Programme Council, which shall be used for the recognition of activities completed abroad;
- fulfil all administrative requests (application procedure) of partner institutions (application form, language certification and any other eventual documentation).

Although the "Mobility Office" "nominates" successful candidates (informs partner institutes of successful candidates in the selection), students are required to find out about administrative requirements and relative deadlines of partner institutions and comply with them otherwise they risk rejection from partner institutions even if they have been successful in the selection (call) organised by the University of Bologna.

You may withdraw from an exchange place after accepting it by simply registering your withdrawal on AlmaRM. Withdrawal is only permitted for serious personal reasons, or in cases of changes to the partner institute's learning offer which preclude the allocated student from executing learning activities. Upon ascertaining impossibility to benefit from the exchange place, students must submit their withdrawal as soon as possible and preferably before the 31st July 2016. Only students who submit their withdrawal before this date shall be entitled to re-insertion in lists of suitable candidates. Without exception, in cases of withdrawal the exchange place shall remain vacant and it shall not be possible to re-allocate it.

Withdrawal from an exchange place does not constitute a penalisation in terms of learning career or participation in future calls.

N.B. ALL ACTIVITIES AND RELATIVE FUNDING FORESEEN IN THE PRESENT CALL ARE SUBJECT TO THE SIGNING OF THE FINANCIAL AGREEMENT ERASMUS+ - MOBILITY FOR STUDIES ACADEMIC YEAR 2016/17 OF BOTH THE NATIONAL DIVISION INDIRE/ERASMUS+ AND THE UNIVERSITY OF BOLOGNA. THEREFORE THE PUBLICATION OF THE PRESENT CALL IS TO BE CONSIDERED CONDITIONAL.

PROCEDURE SUPERVISOR

Pursuant to art. 4 of Law 241, 7th August 1990 (New standards for the administrative procedure and right of access to administrative documents'), the procedure supervisor is Dr. Giovanna Filippini, International Relations Division manager.

Candidates have the faculty to exercise their right to access competition proceedings as foreseen by legislation 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 may be requested at the office.

Information pursuant to art. 13 of Legislative decree 30.06.03 n. 196 "Personal Data Code"

1. Purpose of processing.

The University of Bologna shall process supplied data for institutional purposes only and in compliance with personal data protection legislation. Specifically, the purpose of requested processing of personal data is to determine lists for the allocation of exchange places and economic contribution.

2. Methods of processing and interested parties.

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

3. Data Controller:

For the purpose of determining lists for the allocation of exchange places and economic contributions, the data controller is the University of Bologna, offices in via Zamboni, 33 - 40126 - Bologna, which may be contacted for the exercising of right as per art. 7 of Legislative Decree 196/003. The Director of the International Relations Division is data supervisor.

4. Right pursuant to art. 7 of Legislative decree 196/2003:

(Right to access personal data and other rights)

1. The interested party has the right to obtain confirmation of availability or lack of personal data concerning them, even if they are not registered, and the disclosure of such data in intelligible form.

2. The interested party has the right to obtain the following information:

a) origin of personal data;

b) Processing methods and purposes;

c) logic applied in case of processing executed with the aid of electronic tools;

d) identification data of data controller, data supervisor and designated representative pursuant to article 5, paragraph 2;

e) on parties or party categories to which personal data may be disclosed or who may acquire knowledge of said data in their capacity as designated representative in the area within the State, supervisor or person in charge of processing.

3. The interested party has the right to obtain the following:

a) the updating, correction or, if requested, the integration of data;

b) the deletion, transformation into anonymous form or the blocking of data processed in violation of the law, including those for which do not require conservation in relation to the purposes for which data was collected or successively processed;

c) certification to the effect that operations as per paragraphs a) and b) have been brought to the knowledge, also as regards contents, of those to whom data has been communicated or divulged, except in cases where such fulfilment is impossible or requires the use of means clearly disproportionate to the right being protected.

4. The interested party has 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 which is carried out for the purpose of sending advertisement material or for direct sale or for market research or commercial communication purposes

CALENDAR OF DEADLINES

Tuesday 19th January 2016

Publication of call for applications.

from 19th January 2016 10am to 11th February 2016 10am

During this period you may enrol for language level tests through the online application AlmaRM

Monday 25th January 2016

Opening date for submission of applications. Applications may only be submitted online via the link which can be found on the page www.unibo.it/erasmus, accessible with Username and password. All attachments must be directly uploaded in pdf format in the application form. Documents submitted in hard copy at offices or uploaded attachments which are not pdf format shall not be accepted.

from 15th February 2016 to 19th February 2016

During this period language tests shall be held at the CLA (Bologna and other sites in Romagna). The calendar of tests is available at the following link <http://www.cla.unibo.it/certificazioni-e-test-linguistici/test-per-scambi-internazionali/test-erasmus-studio-a.a.-2015-2016>

Wednesday 24th February 2016, 1pm

Deadline for the submission of applications.

Wednesday 30th March 2016

Publication of lists on-line. Use your Username and password (the same ones used to submit your application) to access the dedicated section which shall be available on the following page www.unibo.it/erasmus.

Wednesday 6th April 2016, 1pm

Deadline for the acceptance of places awarded as per the list published on 30th March. The entire acceptance procedure shall be executed online, further details on how to accept shall be published at the same time.

Thursday 7th April 2016

Publication of updated lists on-line. Use your Username and password (the same ones used to submit your application) to access the dedicated section which shall be available on the following page www.unibo.it/erasmus.

Thursday 14th April 2016, 1pm

Deadline for the acceptance of places awarded as per the updated list published on 7th April. The entire acceptance procedure shall be executed online, further details on how to accept shall be published at the same time.

CONTACTS

Bologna

European Geographic Area Sector - Mobility for Study Office

Via Filippo Re, 4

40126 Bologna

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

e-mail: erasmus@unibo.it

Office opening times:

Monday, Tuesday, Wednesday, Friday: 9-11:15am; 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: 12-1pm)

Fax: +39 0547 338903

e-mail: 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: 0543 374801

e-mail: campusforli.uri@unibo.it

Orario di sportello:

lunedì, venerdì: 9-11:15am; Tuesday: 9-11:15 am and 2.30-3.30pm; Wednesday: 9-12am; Thursday: 14:30-15:30

Rimini

International Relations Office

Via Cattaneo, 17 - Primo Piano

47921 Rimini

Tel: +39.0541.434101/234; Fax: +39.0541.434271

e-mail: campusrimini.studenti@unibo.it

Office opening times:

Monday, Tuesday, Wednesday, Friday: 9-11:15am; 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

e-mail: campusravenna.internazionale@unibo.it

Office opening times::

Monday, Tuesday, Wednesday, Friday: 9:00-12:30; Tuesday and Thursday: 2:30-4:30pm