



CALL FOR PARTICIPATION IN INTERNATIONAL MOBILITY PROGRAMMES FOR A.Y.2024/25

ERASMUS+ PROGRAMME MOBILITY FOR STUDY

(deadline 4 March 2024 at 14.00)

GENERAL INFORMATION

Purpose

The Erasmus+ Mobility for Study programme gives students the opportunity to spend a period of study at a university that has an agreement with UNIUD. Mobility students will attend courses and use the facilities provided by the host universities; they will a full recognition of the study activities approved by the course council and successfully carried out abroad.

ART. 1 OBJECT

This call governs the selection process for the award of mobility grants abroad within the framework of the Erasmus+ programme academic year 2024/2025 .

1. The stay abroad, for a minimum of 60 days and a maximum of 300 days, must take place in the period between 1 June 2024 and 30 September 2025.
The duration of the study period abroad is predetermined, for each destination, by a bilateral agreement signed by the University and the foreign university. In compliance with this constraint, however, extensions and/or reductions in the duration of the stay are only permitted for proven teaching reasons and bearing in mind that the overall duration must be continuous.

Students admitted to the Erasmus+ study mobility programme may:

- attend courses and take the relevant examinations, and possibly
 - carry out thesis preparation and research as an activity combined with studying
 - undertake the placement as a combined activity with study (the placement must be offered by the partner university and certified in the Transcript of Records).
2. For students/doctoral candidates undertaking a mobility period abroad in accordance with this call, the University guarantees the recognition of the educational activities certified by the host university through the Transcript of Records (ToR) and previously authorised in the Learning Agreement for Studies Abroad.

ART. 2 REQUIREMENTS FOR ADMISSION TO SELECTION

The following are eligible for selection

1. students enrolled in the academic year 2023/2024 by the closing date of the call for applications in three-year degree courses, master's degree courses, single-cycle master's degree courses, doctorate courses provided by the University of Udine, including inter-university courses, on condition that the student's career is based administratively at the University of Udine.

Students enrolled in the first year of a Bachelor or Combined Bachelor and Master of Science course are required to have at least 12 CFUs registered in their career by 31 July 2024, failing which their mobility will be cancelled;

2. students enrolled in the last year of a bachelor degree course in the academic year 2023/2024 as undergraduates/graduates in the sessions of the academic year 2023/2024 and students enrolled in a bachelor degree course who expect to graduate before the date of departure for the Erasmus stay can make a **future career** application, to carry out the mobility during the first year of the master degree course attaching the relevant study plan. Departure will be subject to regular enrolment for the a.y. 2024/25 master's degree at the University of Udine and can **only take place in the second semester**;
3. the student must have, in relation to the requested destination, knowledge of the language indicated in Annex 1, in the column "LANGUAGE KNOWLEDGE REQUIRED AND ANY NOTES". Candidates admitted to mobility may be asked to certify their language knowledge when submitting their data to the host university (application). It will then be the responsibility of the candidate to check the deadlines and procedures for submitting this documentation (application). Where not specified, it would be advisable for the student to start with a language knowledge of at least B1 level (to be checked with the host university).
4. Candidates who have already carried out an Erasmus+ 2021-2027 mobility (Study, Training or International Credit Mobility) or Erasmus Mundus mobility and who apply to this call for applications for the same study programme are eligible for selection provided that the sum of the months of the mobility period(s) they have used and the one they are applying for does not exceed a total of 12 months. For single-cycle master's degree courses, the maximum limit is 24 months. The months of postgraduate traineeship are

counted within the study cycle in which the candidate was enrolled at the time of application;

5. Erasmus+ grant holders must not be beneficiaries, for the same period as the mobility envisaged in the present call, of other grants from the European Commission awarded for a period of study/work/research abroad;
6. It is not possible to obtain the final qualification before the end of the study period abroad and prior to recognition of the activity carried out during the mobility.

ART. 3 PRESENTATION OF THE APPLICATION

1. With the exception of the special cases governed by art. 4 below (which concern students enrolled in international double degree programmes, research doctorates and master's degrees), the application must be submitted exclusively via the specific computer application available at <https://uniud.esse3.cineca.it>. The application must be completed by 04 March 2024 at 14.00am.
2. To apply for the Erasmus+ programme, the student must:
 - access Esse3 with their own credentials;
 - complete the online application available under the 'MOBILITY NOTICE' menu item;
 - attach the required documents;
 - ensure a final printout of the application before the deadline. Choosing "FINAL PRINT" confirms closure of the application after which the data can no longer be modified.

Instructions on how to proceed are available at the following link:
https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero-/mobilita-extra-europea/erasmus-studio/informazioni_studenti/bando-erasmus-studio-1/bando-erasmus-mobilita-per-studio

In case of technical difficulties when filling in the online application, please save your entries and submit a ticket in the helpdesk system <https://helpdesk.uniud.it>.

It is not possible to apply for a competition other than the one comprising the course of study in which the student is enrolled at the time of application as there must be consistency between the course of study followed by the student and the educational options of the foreign institutions chosen in relation to the subject area covered by the agreement.

3. A maximum of four destinations may be indicated in the application, specifying the order of preference. For the choice of destination it is advisable to carefully read:
 - the agreement (available at <https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero-/mobilita-extra-europea/erasmus-studio/accordi-bilaterali-erasmus-mobilita-per-studio-1>)
 - the websites of the partner institutions, paying particular attention to the educational offer and the language requirements.
 - the notes and subject area indicated in the competition next to each foreign venue.

ANNEX 2 (study plan) must be attached to the application, in PDF format only, and can be downloaded from the address below:

<http://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero/studiare-allestero/erasmus-studio/bando-erasmus-studio>

- For each destination, in addition to the reasons for your choice, you must indicate the courses you intend to attend at the foreign university and any thesis project you intend to undertake abroad. This study plan (ANNEX 2) is NOT the final training project to be performed during the mobility period, but is intended for the candidate's evaluation. The Study Plan (Learning Agreement) to be carried out during the Erasmus+ mobility will be elaborated by the student only after the final assignment of the foreign institution.
 - Students on a Bachelor's degree course applying for a future career must prepare a study plan relating to the teaching activities of their chosen Master's degree course.
4. You can also attach to the application, in PDF format, any certificates proving your language skills or self-certificates of language exams taken during your university career.
 5. Students who are nationals of one of the European countries participating in the Erasmus+ programme cannot choose destinations in their own country of residence.
 6. If an INTERVIEW with the teacher in charge of the mobility action is required for admission to the selection, the student must attend it by the deadline of the call for applications, in agreement with the teacher, otherwise the application will be rejected. The assessment of the interview will be taken into account for the calculation of the candidate's merit score.

ART. 4 SUBMISSION OF THE PAPER APPLICATION

(for PhD students only)

1. PhD students must submit their applications on the appropriate paper form (ANNEX 3), which can be downloaded from the following website
https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero/mobilita-extra-europea/erasmus-studio/informazioni_studenti/bando-erasmus-studio-1/bando-erasmus-mobilita-per-studio
The following documents must be attached to the application
- In addition to the reasons for your choice, you must indicate the courses you plan to attend at the partner university and/or the thesis project you intend to undertake abroad (ANNEX 2);
- any language certificates or self-certifications of language exams taken at the University of Udine, relating to the language of the host country or the vehicular language of study.

ART. 5 STUDENTS ENROLLED IN DOUBLE/TWIN DEGREE COURSES (different way and deadline to apply)

Students enrolled in an **international double degree/joint degree course** and in an **international Master's degree course** do not have to apply to the call for applications following the procedure and deadline for ordinary students but, as places are reserved for them, they must contact the professor responsible for the double degree and the teaching support office of their department for the assignment of the location and Erasmus Studio mobility.

They will be required to attend, when summoned, the information meetings organised by UNIUD's Mobility and International Relations Office;

ART. 6 DEADLINES FOR SUBMITTING APPLICATIONS

1. The online application in ESSE3 must be completed by **04 March 2024 at 14.00 pm**. A paper copy must not be delivered to the Mobility and International Relations Office. It will be the responsibility of the candidate to print out and keep a copy of the application for possible future reference.
2. The paper application for students enrolled in a PhD programme must be submitted by 04 March 2024 at 14.00 (not postmarked) to the following address:
University of Udine - Protocol Office - Via Palladio n.8 - 33100 Udine
opening hours: Monday to Friday from 9.00am to 11.30am
Please mark on the envelope "ERASMUS+ STUDY2024/2025 APPLICATION, ASTU / MOBILITY OFFICE".

ART. 7 SELECTION, EVALUATION CRITERIA AND RANKING LIST

1. Only applications that are complete with all the elements, with reference to ART.3 and ART.4, will be admitted to the selection and assignment of the destination.
The ranking score will be calculated as follows:
 - **for students enrolled in the academic year 2023/24 in the first year of a Bachelor or Combined Bachelor and Master of Science degree programme:**
Baccalaureate grade based on 30 + 6. The points - from 0 to 40 - assigned by the exchange teacher are added to these. The assigned mobility scheme can only be confirmed and carried out if the student has 12 CFUs recorded in their booklet by 31 July 2024.
 - **for students enrolled in the academic year 2023/24 in the first year of a Master's degree programme:**
bachelor degree grade based on 30 + 1.5 (if bachelor degree grade with honours) + [standard number of years of the bachelor degree / (AA attainment LT - AA matriculation + 1)]*30. To these are added the points - from 0 to 40 - assigned by the teacher responsible for the exchange.
 - **for students enrolled in years after the first (N>1) regular (FC=0) or out-of-course FC years:**

$(CFU/(N+FC-1)*60)]*30$ + Weighted average. To these are added the points - from 0 to 40 - awarded by the mobility action teacher.

The weighted average and the CFUs take into account the grades recorded in the booklet on 30 September 2023.

- **for three-year undergraduate students (N=3) in the graduation sessions a.y.2023/24 (last year of enrolment a.y.2023/24) regular (FC=0) or out-of-course FC years:**
 $CFU/(N+FC)*60)]*30$ + Weighted average. To these are added the points - from 0 to 40 - awarded by the mobility action lecturer.
The weighted average and the CFUs take into account the grades recorded in the booklet on 30 September 2023.
- 2. **All students** are only eligible for mobility if they are duly enrolled in the a.y. 2024/25 prior to departure for their Erasmus study stay.
- 3. The Erasmus teacher assesses the application by awarding 0 to a maximum of 40 points for
 - the activity proposed in the study and/or research project for the thesis to be undertaken abroad;
 - the level of language knowledge, if it is certified or self-certified;
 - the interview, if requested.

The reporting teacher will award the following marks:

0 points - insufficient
10 points - sufficient
20 points - good
30 points –very good
40 points - excellent

The teacher may decide whether or not the candidates are "NOT SUITABLE" for a destination. They will be excluded from the ranking list.

4. For foreign qualifications, scholar or university titles will be evaluated (if the case, contact claudia.schileo@uniud.it).

ART. 8 ASSIGNMENT

1. The student must be enrolled at the a.y 2024/2025 at the University of Udine before leaving for the Erasmus mobility.
2. The assignment of the destination (from those indicated in the student's application) is carried out at the level of the individual competition, according to the position in the ranking, the order of preference and the number of places available for the specific destination. In the event of a tie with other candidates, priority will be given to the oldest student.

Head of the International Relations Office: Sonia Bosero - sonia.bosero@uniud.it

Compiler of the proceedings: Claudia Schileo - claudia.schileo@uniud.it

via Palladio 8, 33100 Udine (UD), Italy - t +39 0432 556226 - www.uniud.it

Tax Code 80014550307 VAT no.01071600306 ABI 02008 CAB 12310 CIN R current account 000040469443

3. In the event of withdrawal of the assigned student, the destination made available will be assigned to the students eligible for that destination according to the order of the ranking list.
4. The rankings of the selected students and of the destinations assigned to them, together with the calendar of information meetings in which Erasmus mobility students are required to participate, will be published **by March 2024** exclusively online. Publication on the official University noticeboard (online) is an official communication to those concerned (accessed from the home page of the University website). There will be no individual communications.
5. The actual departure of the winners is always subject to acceptance by the host university and there is no provision for relocation by the University of Udine in the event of refusal.

ART. 9 FUNDING OF MOBILITY: MOBILITY WITH FINANCIAL ASSISTANCE

1. The total number of months of mobility that can be financed is 2000. In case of insufficient budget, the financed months will be distributed among departments in percentages to their students enrolled in a.y. 2022/23.
2. **European Community/European financial contribution.** According to the provisions of the European Commission and of the National Agency INDIRE, the monthly amount of the grant is differentiated according to the country of destination, as follows, and is defined on the basis of the period of stay abroad calculated in terms of actual days (except as indicated in paragraph 3 of ART.10);

COUNTRY OF DESTINATION (defined by the European Commission as having a high cost of living)	MONTHLY AMOUNT OF EUROPEAN FUNDS
Austria, Belgio, Danimarca, Finlandia, Francia, Germania, Irlanda, Islanda, Liechtenstein, Lussemburgo, Paesi Bassi, Norvegia, Svezia. Paesi terzi non associati al Programma della Regione 13: Andorra, Monaco, San Marino, Stato della Città del Vaticano. Paesi terzi non associati al Programma della Regione 14: Isole Fær Øer, Regno Unito, Svizzera.	350,00 <u>€/month (30 days)</u>
Cipro, Estonia, Grecia, Lettonia, Malta, Portogallo, Repubblica Ceca, Slovacchia, Slovenia, Spagna.	300,00 <u>€/month (30 days)</u>
Bulgaria, Croazia, Lituania, Macedonia del Nord, Polonia, Romania, Serbia, Turchia, Ungheria	250,00 <u>€/month (30 days)</u>

In addition to the Erasmus+ contribution, there are:

- **TOP UP ERASMUS amounting to € 250.00** per month for students with **socio-economically disadvantaged status (ISEE 2024 up to € 26,306.25**. This limit might be updated, if the case, according to new law which is still to be published);
 - **Additional MUR financial contribution** from a minimum of € 50.00 euros to a maximum of € 300.00 euros per month **for disadvantaged socio-economic status** according to the income bracket resulting from the ISEE 2024 declaration which will be sent to the international relations office by the winning students only. The exact amounts will be defined by May 2024.
3. Students with disabilities can obtain additional financial support. Further information is available at: https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero/mobilita-extra-europea/erasmus-studio/informazioni_studenti/erasmus-studio#section-3
To access these services you will need to contact the Disability and DSA Office and the International Relations Office (Claudia.schileo@uniud.it)
4. Additional contributions may be obtained by beneficiary students from the Regional Agency for the Right to Higher Studies (ARDIS), which publishes a call for applications every year for additional financial contributions to mobile students. For information please contact Agenzia Regionale per il Diritto agli Studi Superiori - ARDIS - Viale Ungheria 39/b, Udine, tel. 0432-245772, <http://www.ardiss.fvg.it/>, info.udine@ardis.fvg.it
5. Those students who will use green transports (train, bus) to reach (and come back from) the host Country will receive reimbursement according to the following travel distances:

chilometers	Travel reimbursement – A/R
10-99 Km	€ 23,00
100-499 km	€ 180,00
500-1999 km	€ 275,00
2000-2999 km	€ 360,00

The distance will be calculated using the following app:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

ART. 10 SCHOLARSHIP PAYMENT

1. The grant will be awarded as follows:
- 80% of the amount due after departure for the foreign country and after sending the certificate of arrival to the University of Udine;
 - the balance of the remaining 20% upon return from mobility and upon presentation of the required documentation.

Head of the International Relations Office: Sonia Bosero - sonia.bosero@uniud.it

Compiler of the proceedings: Claudia Schileo - claudia.schileo@uniud.it

via Palladio 8, 33100 Udine (UD), Italy - t +39 0432 556226 - www.uniud.it

Tax Code 80014550307 VAT no.01071600306 ABI 02008 CAB 12310 CIN R current account 000040469443

2. In the event of cancellation or interruption of the stay abroad within the first 2 months (except in cases of force majeure), the Erasmus student will be required to repay the amount received.
3. No additional financial contribution is guaranteed for any months of extension formally requested by the student in relation to the duration of the Erasmus stay defined in the Financial Agreement before departure.
4. The financial contributions received will need to be refunded if a minimum number of credits is not acquired in relation to the mobility period as indicated in the UNIUD mobility guidelines, i.e.:

n. DAYS	n. MINIMUM ECTS
Up to 60	6
Over 60	12

ART. 11 ERASMUS MOBILITY WITHOUT FINANCIAL SUPPORT

1. All Erasmus+ mobility students without a financial contribution will enjoy Erasmus+ student status:
 - exemption from the payment of enrolment fees at the host university in exchange for the regular payment of university fees at the university of origin, i.e. the University of Udine, for the a.y.2024/2025;
 - use of the facilities available at the host university.
 - Recognition of teaching/training activities carried out as part of Erasmus and included in the Learning Agreement.

ART. 12 PERSON IN CHARGE OF THE PROCEDURE

In accordance with article 4 of Law 241 of 7 August 1990 "New rules on administrative procedures and the right of access to administrative documents", the person in charge of the procedure is Dr Manuela Croatto, head of the Student Services Area of the University of Udine. Candidates are entitled to exercise their right of access to the documents relating to the competition procedure in accordance with the procedures laid down in articles 1 and 2 of Italian Presidential Decree no. 352 of 23 June 1992 (Regulations governing the procedures for exercising and cases of exclusion of the right of access to administrative documents, implementing article 24, paragraph 2, of Law no.241/90, containing new rules on administrative procedures and the right of access to administrative documents) and subsequent amendments and additions. The request must be sent to the Institutional and Legal Affairs Office, Via Palladio 8 Udine, by filling in the appropriate form which can be downloaded from the [following](https://www.uniud.it/it/servizi/servizi-comunicazione/accesso-agli-atti) address: <https://www.uniud.it/it/servizi/servizi-comunicazione/accesso-agli-atti>

ART. 13 FINAL PROVISIONS

The personal data provided by candidates will be processed, in paper or electronic form, in accordance with the rules in force (EU Regulation 679/2016 and Italian Legislative Decree 196/2003).

Pursuant to Article 71 of Italian Presidential Decree 445 of 28 December 2000, the Administration reserves the right to carry out appropriate checks, including spot checks, and in all cases where there are well-founded doubts as to the truthfulness of declarations in lieu.

In addition to the criminal liability provided for by law, making false statements to the university administration will result in automatic and irrevocable exclusion from the selection process.

Udine,05/02/2024

THE RECTOR
Prof. Roberto Pinton

Information on the Erasmus+ programme is available on the website:
<https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero-/studiare-allestero/erasmus-studio>

All students are highly advised to read all parts of the call for applications carefully. For specific requests for clarifications not specified in this call for applications, please contact the Mobility and International Relations Office.

Annexes to the Call for Erasmus+ Mobility for Studies:

1. 11 competitions
2. curriculum form
3. PhD students form