



**International Relations Office**

**Single call for applications - MORE OVERSEAS 2019/20  
Grants for student mobility to Foreign Universities**

**Foreword**

For some years now, in order to promote the internationalisation process, the University of Modena and Reggio Emilia has been approving the call for applications for student mobility, based on mobility agreements with Foreign Universities.

**Terms and Conditions**

The call for applications will award grants for an **approximate duration period of six months** during the a.y. 2019/20 for student mobility towards Institutions in EU or non-EU countries that are not included in the Erasmus+ programme, with which the University of Modena and Reggio Emilia has signed mobility agreements.

The Institutions for which the mobility grant has been requested are listed in Annex 1; not all the departments of the University of Modena and Reggio Emilia have requested mobility grants.

**The grant monthly allowance will be of 650 euro (gross amount) for a maximum of 6 months (3,900 euros, gross amount).**

**The amount of the grant will be proportioned to the assigned period, based on the duration of the semester, as per the academic calendar of the partner Institution and specified in the invitation letter sent by the host University.** The duration of the period of study at the foreign University shall not be shorter than 3 months (90 days).

The average duration is 4 months and half.

The duration of the mobility reported in Annex 1 is purely indicative - except for the minimum duration of 3 months - and will therefore depend on the duration of the academic semester.

Please note:

**The start of the mobility:** it is the first day when the student must be at the host University; for example, when classes start, for a welcome event organised by the host University or for participating in a language course organised by the host University;

**The end of the mobility:** it is the last day of the student's stay at the host university and not the student's actual leaving date. For instance, it may be the end of the examination period, the classes or the compulsory attendance period.

In the event of withdrawal or attendance for a period shorter than 3 months (90 days), the student shall return the whole grant amount.

The study grant will be paid before the student's leaving date, where possible, and the relating procedures shall be defined in the financial agreement between the University and the student.

No extension of the study period is admitted.

**The mobility periods will start only after the selection and awarding procedures are completed, and in any case in compliance with the terms for enrolling at the partner University and issuing a visa, and shall end by 31/01/2021.**

**During the mobility period, students may carry out the following activities: attend classes and take exams and/or prepare the thesis also in university laboratories only if it assigned credits that will be recognized in the career as thesis-preparation credits (to be verified with the related department).**

Awarded students will be exempt from paying the university fees at the host University, whereas they will have to bear any personal expenses, including accommodation, food, travel, health, visa where required, insurance and books, as well as any contributions requested by the partner University for getting access to facilities.

To the benefit of students, the University provides insurance cover against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. The International Relations Office will provide all relevant documents to awarded students.

Partner universities may request specific insurance and/or healthcare cover. Please contact the International Welcome Desk for any details relating to healthcare cover and visas ([internationalwelcomedesk@unimore.it](mailto:internationalwelcomedesk@unimore.it)).

Students participating in the mobility programme shall pay the enrolment fees at the University of Modena and Reggio Emilia.

## Admission Requirements

Students shall meet the following requirements when submitting their application:

- be officially enrolled for the academic year 2019/2020 in three-year or five-year single-cycle degree programmes from the second year onwards and not beyond the 1st year after the prescribed time for graduation;
- be officially enrolled for the academic year 2019/20 in master's degree programmes from the first year onwards and not beyond the 1st year after the prescribed time for graduation;
- be enrolled in research doctorates without a scholarship only if specified in Annex 1;
- be enrolled for the a.y. 2018/19 and obtaining the degree in the extraordinary session of a.y. 2018/19, provided that the degree is obtained only after terminating a mobility period of at least 90 days and having completed the recognition procedures for the activities carried out at the partner University (exams or thesis preparation);
- students enrolled in the third-year of a bachelor's degree programme, who will be attending the first year of the master's degree programme only after graduating in the three-year degree programme and completing the enrolment in the Master's Degree Programme for the academic year 2019/20.

Non-EU citizens, in addition to being regularly enrolled in UNIMORE, must be in possession of a residence permit and subsequently an entry visa in the destination country (procedure to be complied with by the student well in advance).

As specified for each University in Annex 1, candidates shall meet the admission requirements by the deadline of this call for applications.

## Linguistic Requirements

Students who apply for destinations where a linguistic certificate of international validity is required, to be verified in the appropriate field in Annex 1, must declare it in Attachment 2 and enclose it together with the mandatory Annex 2. Students are responsible for obtaining this certification independently, referring also to structures outside UNIMORE if necessary.

The positive result of the language or suitability exam, where specified in the appropriate field of Annex 1, will be verified for current or past careers at UNIMORE through the data resulting from the online application; for any previous careers at other universities, students are required to complete the appropriate field in the mandatory Annex 2.

In the event that an international certification is not required nor the passing of an exam/eligibility in career but only a linguistic level is required, students have to declare the linguistic knowledge/ certifications in possession on the mandatory Annex 2 and attach them.

## Submitting an application

The application form shall be filled out online at <https://www.esse3.unimore.it/LoginInfo.do> **by 1 pm of 28 October 2019, also mandatorily filling out and uploading Annex 2**, by following the instructions provided on the "Online application guide" and uploading linguistic certificates if required.

**NO HARD COPY OF THE APPLICATION FORM SHALL BE SUBMITTED**

Available universities are listed in Annex 1 of this call for applications, in which the destination universities, the requirements and the name of the coordinating professors are indicated for each Department.

Interested students should read the relating sections of Annex 1 and the Online application guide carefully.

For further information, please contact the International Relations Office at [moreoverseas@unimore.it](mailto:moreoverseas@unimore.it) .

**For any technical issues on filling out the online application please contact [webhelp@unimore.it](mailto:webhelp@unimore.it) .**

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requirements set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: Annex 1, the online application form, the Online application guide, and Annex 2 (COMPULSORY).

## Selection criteria

The selection shall be made by the coordinating professor/ department board according to criteria defined by each department and possibly also by individual interview.

When assigning the study grants, priority shall be given to those students who in previous years have not been awarded other More Overseas international mobility grants issued by the University of Modena and Reggio Emilia.

**Students submitting the application by the deadline are invited to contact the coordinating professor directly for information regarding a possible motivational interview. It is recommended to constantly monitor the notice board of the department website.**

### **Rankings**

The rankings, which shall report the awarded students and the eligible students who, in the event of withdrawal of the awarded students, will be entitled to replace them, shall be published exclusively on the website <http://www.unimore.it/bandi/StuLau-gradinternaz.html> by **27 November 2019**.

**The International Relations Office will send an email communicating that the list has been posted, only to the official email address (...@students.unimore.it), and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring also the above-mentioned website.**

**Each student may only be awarded a grant and for only one MORE Overseas foreign university for the a.y. 2019/20.**

The lists are processed based on the list order. Following to the list processing, the International Relations Office shall be responsible for contacting the newly awarded students by e-mail indicating the terms and modes for accepting the grant.

Eligible students may be contacted within the deadlines set by the partner Universities for the nomination and enrolment procedures. Their leave shall be subject to the acceptance of their application by the foreign University.

### **Acceptance**

Candidates who are well placed in the ranking will have to accept the study grant no later than 5 working days following the publication. Acceptance shall be made in accordance with the procedures indicated by the International Relations Office when publishing the lists.

After this deadline, students will lose the right to participate in the MORE Overseas mobility.

### **Assignment of the contribution**

Before leaving and upon office instructions, students who are awarded a study grant are required to sign a Financial Agreement with the International Relations Office, in which they undertake to attend the entire study period assigned, among other things.

### **Obligations of awarded students**

Students being awarded a grant shall do the following:

- sign the acceptance of the grant by 5 working days after the date of publication of the ranking;
- PERSONALLY arrange for the stay abroad by finding all necessary information, also on the website of the partner site for which they have been selected and listed in Annex 1. Upon receipt, the office will publish any useful information received from the partner offices on the publication page of the notice among the documents of the call for applications;
- fill out the forms (Application form, Accommodation Form, Housing Form, etc.) required for enrolling and using the services and the activities available (accommodation arrangements, language courses, etc.). Students shall be responsible for their enrolment and anything relating to it in accordance with the deadlines set for each university.

If documents are required by your university, request them by e-mail at [moreoverseas@unimore.it](mailto:moreoverseas@unimore.it) at least one week in advance.

- Contact the coordinating professor of the University of Modena and Reggio Emilia who is in charge of the interchange programme in order to agree the study plan that will be completed abroad (Learning Agreement). The Learning Agreement represents the study programme that students intend to carry out abroad and, upon approval of the partner University, it is the basis for **full academic recognition** at the end of the mobility period - **without programme additions or additional exam tests**.

The relevant form will be sent by e-mail upon communication of the signing of the financial agreement. The Learning Agreement may be modified within one month after students arrive at the partner University, and provided that any changes are always agreed with the coordinating professor in charge of the mobility and with the professor in charge at the host University;

- PERSONALLY check - by contacting the partner University and the relevant authorities (Embassies/Consulates) - the conditions relative to the access and temporary stay in the foreign Country, as well as the times and the procedures to follow (especially for citizens of a non-European country). Please note that the visa requirements are the sole responsibility of the student and therefore students are invited to contact the consular representatives of the destination country with adequate advance.

**For aspects related to visas, you can contact the International Welcome Desk** ([internationalwelcomedesk@unimore.it](mailto:internationalwelcomedesk@unimore.it))

- PERSONALLY verify the healthcare/insurance cover required by the partner University: partner universities may request specific insurance and/or healthcare cover. In addition, a private insurance may also be requested for issuing a visa to enter the foreign Country. **Please contact the International Welcome Desk for any details relating to healthcare cover and visas** ([internationalwelcomedesk@unimore.it](mailto:internationalwelcomedesk@unimore.it));
- awarded students will be able to leave only after signing the financial agreement governing all the aspects of the mobility. Students leaving without signing the financial agreement shall be deemed deprived of their right to receive the grant. The agreement will be signed in accordance with times and modes that will be communicated by the International Relations Office (approximately between December and January).
- regularly attend the classes/prepare the thesis at the foreign University and obtain a Certificate of Attendance, to be submitted to the International Relations Office when returning to the home country;
- at the end of the mobility period, students shall submit a document stating their attendance and the actual performance of the activities provided (Transcript of Records/ document stating the activities carried out when preparing the thesis), both issued by the partner University, to the International Relations Office.
- at the end of the mobility period, students shall submit to the coordinating professor a document stating the actual performance of the activities provided (Transcript of Records/ document stating the activities carried out when preparing the thesis). The coordinating professor shall ensure the recognition of the activities that students carried out at the host University beforehand, in accordance with what provided in the *Rules for the recognition of the periods of study abroad*, or by drawing and approving the Learning Agreement and the Recognition commitment before the leave.

**Note:** as early as in the enrolment phase, and in order to issue an invitation letter, which is necessary to request a visa, some universities require a passport with at least a 6/12 month validity.

Please also note that students who are awarded a MORE Overseas study grant for the a.y. 2019/20 are also eligible for an additional international student mobility allowance, provided that the two stays abroad do not overlap (before leaving for the MORE Overseas period, students shall sign the balance and termination agreement regarding the other grant, following the instructions provided by the International Relations Office, and vice versa).

### **Checks**

Please note that pursuant to Art. 71 of Presidential Decree no. 455 of 28/12/2000, the Administration will perform any suitable or random checks, as well as any checks required in the event that reasonable doubts arise about the truthfulness of self-certification statements.

### **Person in charge of the procedure**

Pursuant to Art. 4 of Law no. 241 of 7th August 1990 "New rules on administrative procedures and on access to administrative documents", the person in charge of the procedure is Ms. Francesca Bergamini, International Relations Office - Tel.: 0592056568, e-mail: [moreoverseas@unimore.it](mailto:moreoverseas@unimore.it).

### **Personal data processing**

Personal data submitted by the applicants shall be processed for purposes of selection management and subsequent phases of the project, within the scope and institutional purposes of the Public Administration (Leg. Decree 196/2003).

Modena, 14 October 2019

The General Director  
Stefano Ronchetti  
Signed Stefano Ronchetti