



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

INDIRE ISTITUTO
NAZIONALE
DOCUMENTAZIONE
INNOVAZIONE
RICERCA EDUCATIVA



ERASMUS+ KA131 - NON-EU COUNTRIES

Mobility for Study towards Non-EU Countries not participating in the Programme

A. Year 2022/2023 – January-September 2023

PROGRAMME GUIDE AND INSTRUCTIONS FOR SUBMITTING THE APPLICATION Project No.: 2021-1-IT02-KA131-HED-000010346

INTRODUCTION

The ERASMUS+ Mobility for Study Programme towards non-EU countries not participating in the Programme is a form of collaboration among Universities that give students the opportunity to spend a period of study abroad in UNIMORE partner universities, and is part of the Erasmus+ 2021-2027 programming, under Regulation (EU) No. 2021/817 of the European Parliament and of the Council of 20 May 2021 and the Guide to the Erasmus+ 2021-2027 programme.

Please find below all the basic information on the ERASMUS+ Mobility for Study Programme towards non-EU countries not participating in the Programme for the a.y. 2022/2023 (requirements, procedures and deadlines for submitting the application, etc.). Therefore, please read the provisions and the instructions outlined below **CAREFULLY**, to take advantage of the individual and professional growth opportunities offered by the University of Modena and Reggio Emilia through the Erasmus experience.

The agreements between institutions are currently being finalised, so the destinations are to be considered under conditions. The mobility will not be implemented if the partner university fails to confirm.

Please note that the information provided in this Call may be subject to subsequent changes and/or additions following communications of new provisions by the National Authorities, the Erasmus+ Indire National Agency, and the University. Any changes will be promptly communicated to the interested parties through institutional channels.

TERMS AND CONDITIONS

Within the ERASMUS+ Mobility for Study Programme, the University of Modena and Reggio Emilia offers its students the opportunity to spend a study period (2 to 6 months - max. a semester) at one of the partner Universities. Erasmus students are entitled to attend the courses, take the examinations and use the facilities of the host University - without paying it any university fees. Furthermore, the activities carried out abroad are recognised by the home university, provided that they have been previously agreed with the professors in charge of the mobility.

Once the location has been chosen, it is the responsibility of the student to verify both the possible risks s/he might be exposed to in terms of health and personal safety, and the regular development of the selected teaching offer in the host location. Therefore, students should consult the website of the Ministry of Foreign Affairs and International Cooperation at the following link: <https://www.viaggiaresicuri.it>

Students are invited to carefully assess the risks related to the performance of Erasmus mobility in the situation of great uncertainty due to the current health emergency and to read the security measures taken by the destination country and the University. If UNIMORE considers it unsafe to send mobility students to the destination country or their stay there, the mobility period may be changed, interrupted or cancelled.

ELIGIBILITY CRITERIA

This call is open to students of the University of Modena and Reggio Emilia enrolled in Degree Programmes of the following Departments: Communication and Economics, Marco Biagi Department of Economics, Education and Human sciences, Enzo Ferrari Department of Engineering, Science and Methods for Engineering, Studies on Language and Culture, and students enrolled in the Degree Programmes in Dietetics and Occupational Therapy, taking into account the level of study specified for each location in the List of locations of the Department to which the programme belongs (Bachelor's, Master's, Single-cycle Degree Programme, PhD) and the specific admission requirements, also in terms of language skills.

Eligible applicants are students regularly enrolled for the a.y. 2021/2022 - even beyond the prescribed time for graduation - in degree programmes, master's degree programmes, single-cycle degree programmes, PHDs that are included in the training offer of the University of Modena and Reggio Emilia, including intra-university courses, provided that in this last case the students' career is managed by the University of Modena and Reggio Emilia (i.e. students have started their university career at Unimore);

The mobility programme only applies provided that at the time of leaving they are enrolled to a degree programme for the academic year 2022/2023.

Students who have not yet returned any amounts unduly received for previous mobility calls for applications are excluded. Please note that failure to comply with the above, students not returning the amounts unduly received will be subject to Art. 13, paragraph 5 of the students' Regulation (student fees), stating that: "students... **not returning any amounts received for any reason and revoked by specific provision**, may not pursue any university career, or take any examinations, including the final examination".

Mobility students will not be able to obtain the final degree before the end of the study period abroad and before the completion of the procedure for the recognition and recording of the CFUs related to the activities established in the learning agreement, carried out abroad and certified by the partner university - even if the activity only relates to the preparation of the thesis abroad.

N.B.: Students who are citizens of one of the countries where the partner institution is based are eligible for mobility at universities of their Country of origin, but priority will not be given to them in the selection process. Before confirming the acceptance of the exchange location, they will also have to obtain the approval of the host university.

In addition to be enrolled in UNIMORE degree programmes, non-EU citizens must also have obtained a residence permit and subsequent entry visa for the destination country (students must take care of it well in advance).

CHOOSING THE UNIVERSITY

The available universities for the Departments that have requested it - Communication and Economics, Marco Biagi Department of Economics, Education and Human sciences, Enzo Ferrari Department of Engineering, Science and Methods for Engineering, Studies on Language and Culture, Dietetics, and Occupational Therapy - are reported on the lists of universities annexed to this Call for applications.

It is recommended to take into account the level of study specified for each location in the list of universities of the Department to which the programme belongs (Bachelor's, Master's, Single-cycle Degree Programme, PhD) and the specific admission requirements, also in terms of language skills.

The lists of universities report the destination campuses, the levels of study for the mobility programme, any recommended or required language requirements, as well as the name of the coordinating professor.

ACCESS REQUIREMENTS

Requirements for students applying to this Call:

- at the time of departure they must be enrolled to a degree programme for the a.y. 2022/2023 (except for those obtaining the qualification in the extraordinary session of a.y. 2021/2022 - February-March-April 2023);
- Those applicants who have already participated in a mobility programme included in the Lifelong Learning Programme 2007-2013 (Erasmus Studio, Placement or Leonardo da Vinci), Erasmus+ 2014-2020 (Study, Traineeship or International Credit Mobility) or Erasmus Mundus, and apply for this call for application during the same study programme are eligible for the selection if the sum of the mobility months already used and those for which they are applying does not exceed 12 months in total. The maximum limit of months for the single-cycle master's degrees is 24. The same rule applies to students who have already been selected for a mobility within the Erasmus+ Study, Traineeship, International Credit Mobility or Erasmus Mundus. The traineeship months following the degree are counted within the study programme in which candidates were enrolled at the time of the application.

Such information must be compulsorily provided by applicants in Annex 2 of the application.

- Students being awarded an Erasmus+ for Traineeship grant for study or other international mobility scholarship funded by the University for the a.y. 2022/2023 will not be allowed to start the Erasmus study mobility for non-EU students for the a.y. 2022/2023 before the corresponding application process is closed (including any return of the allowance);
- during the same period they must not benefit from any other university/European allowance under other mobility programmes.

N.B.: Any Erasmus mobility periods carried out in virtual mode by the country of habitual residence from a.y. 2020/2021 will not be taken into account for the calculation of maximum months of Erasmus mobility per study cycle. By applying for an Erasmus call for applications for non-EU students for the a.y. 2022/2023, the applicant confirms the availability of a number of months available that is consistent with the above rule.

ADMITTED ACTIVITIES

Students are allowed to attend courses and to take the exam at the end of the programme followed and/or to prepare the thesis - also in university laboratories.

The mobility programme may be aimed exclusively at preparing the thesis provided that such activity generates credits that will be recognised in the student's career at the end of the mobility period and before the award of the qualification as credits relating to the specific activity of preparing the thesis (to be checked with the relevant Department). Please note that the allocation of credits for the preparation of the thesis abroad is envisaged for students enrolled in Master's Degree Programmes and Single-cycle Degree Programmes, whereas it is not envisaged for any Bachelor's Degree Programme: an accurate check of this aspect is therefore needed for students enrolled in Bachelor's Degree Programmes so that the activity may be duly recognised as a teaching activity generating credits in the student's career. Students enrolled in programmes not offering credits for the preparation of the thesis abroad shall **also** attend courses and take examinations.

Ph.D. students may carry out research activities planned in their study programme and approved by their Ph.D. coordinator.

The activities that will be carried out at the host University must be agreed on time, before the departure, with the coordinator responsible for the mobility and reported on the *Learning Agreement*, as well as any changes, in accordance with the rules provided for in the "University rules for the recognition of the periods of study abroad" and any further specifications of the Departments/Faculties/Study Programmes.

The University Rules and relevant annexes are available on the university website at the URL <https://www.unimore.it/mobilita/ects.html>. The website also includes the ECTS tables containing the statistical distribution of the marks of the exams and the Degree exam by degree class - useful tool for the conversion of grades.

The *Learning Agreement* is the study programme that students are willing to follow abroad and is the foundation for the **full** university recognition - **with no programme integrations or additional examinations** - at the end of the Erasmus period.

DURATION OF THE PERIOD ABROAD

The duration of the stay abroad is defined in the call for application, based on the agreements signed with the host University. There are two types of mobility:

1. Erasmus **LONG MOBILITY** for 1st, 2nd, and 3rd study cycle: available for applicants of the 1st, 2nd, and 3rd study cycle in Partner Universities with which the University of Modena and Reggio Emilia has signed an agreement. Each long mobility must have a minimum mandatory duration of 2 months (60 days) and a maximum of 6 months (180 days) and in any case it must be carried out **continuously** between **1 January** and **30 September 2023 - based on the academic calendar of the university of destination.**

The amount of the grant varies based on the actual duration of the university semester in the partner university, as per its university calendar and what specified in the invitation letter sent by the hosting university and certified at the end of the mobility programme.

The average duration is 4 months and a half.

The duration of the mobility as per the lists of universities is purely indicative - except for 2-month mobility programmes - and therefore is based on the duration of the university trimester/semester.

2. Erasmus **SHORT MOBILITY** for PHD STUDENTS only: under the Erasmus Programme 2021-2027, only students enrolled in PhD programmes may carry out a short mobility period of at least 5 days up to a maximum of 30 days, which in any case must be carried out **continuously** between **1 January** and **30 September 2023.**

N.B.: While short mobility must be authorised by the host university, PhD students may choose to carry out either an Erasmus long mobility or Erasmus short mobility programme at their designated destinations.

NOTE: any limitations to the number of months of stay abroad are governed in the “Access Requirements” section.

ERASMUS GRANTS

The total financial contribution for the mobility period is provided through funds allocated by the University of Modena and Reggio Emilia and the MUR-Ministry of University and Research, and consists of a **contribution for mobility**. The amount due is calculated based on the following:

1. Mobility type (Long mobility or Short mobility for PhD students);
3. Financial position;

Please note that students not completing any study activity with a positive result, not being recognised any activity carried out, not requesting the recognition of the activities carried out when returning home and not later than **30 October 2023**, or refusing the recognition agreed, shall return the whole amount of the grants received.

A. UNIVERSITY CONTRIBUTION

- 1) **Long Mobility:** it is the funding aimed at compensating the additional costs for mobility: €700/month-gross.
- 2) **Short Mobility for PhD students only:** it is a Contribution for Individual Support - from the 1st to the 14th day of mobility, €70 per day; from the 15th to the 30th day of mobility, €50 gross per day.

For PhD students, with regard to any incompatibility of contributions, please refer to the regulations of the PhD programmes published on the website <https://www.unimore.it/didattica/dottorati.html>

B. YOUTH FUND

The MUR (Italian Ministry of University and Research) has set up a fund for supporting young people, with the purpose of promoting students' international mobility. This fund integrates the grant based on the fund availability and following specific rules set by the law and/or resolutions of the Board of Directors of the University, according to income and merit parameters.

The relevant provision modalities will be defined when rankings will be posted.

ISEE	Importo mensile per integrazione 1 Erasmus plus
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

The contribution will not be given to students who at the time of leaving are enrolled in the second year after the prescribed time for graduation and to students choosing a **Short Mobility** programme (PhD students).

N.B.: Students who have not obtained at least 1 CFU shall return the amount received, except for PhD students.

C. CONTRIBUTIONS FOR STUDENTS WITH SPECIAL NEEDS RELATING TO PHYSICAL, MENTAL OR HEALTH CONDITIONS

Students with special needs may request an ad hoc grant for the main expenses strictly connected with their disability status. In this case, please contact the International Relations Office or the Contact Person for disability – Mr. Giacomo Guaraldi. **When submitting the application, students in such conditions shall choose a location agreed with the professor coordinating the mobility in order to check the availability in advance, along with any reception conditions at the partner universities.**

D. Er-Go GRANT

The Emilia Romagna Regional Board for the Right to Higher Studies (ER-GO) assigns a grant for taking part in international mobility programmes to students who are eligible for its grants. See the ER-GO call for application - <http://www.er-go.it/>.

INSURANCE

To the benefit of students, the University provides insurance coverage 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. Students who have been allocated the grant will be issued all relevant documents by the International Relations Office.

THINGS TO DO BEFORE SUBMITTING THE APPLICATION

PREPARING THE APPLICATION: If you want to apply:

- carefully read this programme guide and the instructions for submitting the application (“Online application guide”);
- verify the admission requirements specified for each university in List of Universities of the Department to which the Degree Programme belongs and the Degree Programmes in Dietetics and Occupational Therapy:

- Cycle of study/disciplinary area/language requirements and Notes;
- visit the websites of the Universities in which you are interested and read the training offer, the language requirements, the enrolment deadlines and the logistic aspects;
 - if necessary, contact the professor in charge of the mobility in order to obtain further useful information on the teaching aspects;
 - organise the language training.

Please note that the application may only be submitted for universities belonging to the Department/Degree Programme where students are enrolled (administrative headquarter of the degree programme).

Universities shall be indicated in order of preference: the first location is the first choice.

The lists of foreign universities participating in the mobility are organised by Department/Degree Programmes in Dietetics and Occupational Therapy and professor in charge of the mobility, and are available on the university website <http://www.unimore.it/bandi/StuLau-internaz.html> .

HOW TO FILL OUT THE FORM AND SUBMIT THE APPLICATION

Applications shall be submitted exclusively by filling out the online application form available at the following web site <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “[Online application guide](#)” **by 24 August 2022 at 1:30 pm.**

It is mandatory to fill in and upload the document "Annex 2" and any language certifications if required.

NO HARD COPY OF THE APPLICATION FORM IS REQUIRED

Note: Before submitting the application, students shall get the university login credentials (username and password) to access the online service.

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

The following documents are an integral part of this call for application: “Online application guide” and Annex 2 (COMPULSORY).

For further information please contact the International Relations Office

E-mail – moreoverseas@unimore.it

LANGUAGE SKILLS

Students applying for universities requesting an internationally valid language certificate (please check in the specific field of the “List of universities) **must state it in Annex 2 (compulsory) and attach it to Annex 2 accordingly** or get the certification independently, also referring to bodies outside UNIMORE, as the case may be.

Passing the language examination or proficiency test, where specified in the relevant field of the “List of universities”, will be verified for current or previous study careers at UNIMORE through the data collected from online applications; for any previous careers in other universities, students must fill in the relevant field in Annex 2 (compulsory).

Where no international certifications and/or passing an examination/proficiency test during the study career are required, and only a language level is necessary, applicants must state any language knowledge/certifications possessed in Annex 2 (compulsory) and attach any relevant certifications.

The language skills required by the partner universities are outlined in the specific file “List of Universities”. The information is updated at the date of publication of the call for applications and are subject to changes.

The information relevant to the language skills shall be provided by filling out Annex 2 and stating one or more of the following conditions:

- the test on the language required by the host Country has been passed - **with mark in a grade out of thirty or qualification**. This requirement may result in the application form from the student's career (self-certification of the examinations taken during the three-year course by specialisation or Master's Degree students) and from the student's self-certification of the examinations passed and not yet recorded;
- possession of an international certificate stating the foreign language knowledge, in accordance with the Common European Framework. In that case, a hard copy of the relevant certificate shall be attached to the application;

- copy of an extract proving the attendance to language courses done abroad;
- enrolment in a Specialisation or Master's Degree Programme for which the enrolment is subject to a language skill assessment (in this case please specify it in the "additional statements" field of the application form);
- Participation in a mobility period, for Study or Traineeship, included in the Erasmus+ or LLP or other international mobility Programme (specify the Mobility Programme, the destination Country, the vehicular language and the relevant period in the self-certification form).

N.B.: The language skills - proven pursuant to the modalities indicated above - does not preclude any further language assessment during the selection phase by the coordinating professors and/or Department/Faculty commissions, based on the destinations chosen in the application form.

SELECTION OF CANDIDATES AND PUBLICATION OF RANKINGS

The coordinating professor/department board are in charge of selecting the applications, based on criteria set by each department and possibly also by requesting an individual interview. Students submitting the application by the deadline are invited to contact the coordinating professor directly for information on any motivational interviews. Please regularly check the board of the department website.

The standard ranking criteria are as follows:

- consistency of the activity proposed by the student with his/her university career and with the educational offer of the host university;
- any individual motivational interview;
- university curriculum;
- language skills

Once the selection process is complete, the professor - or the commission - draws up the ranking, which will then be transmitted to the International Relations Office, adequately checked and then published exclusively on the University website: <http://www.unimore.it/bandi/StuLau-gradinternaz.html>, **by 15 September 2022**.

The International Relations Office will send an email to the institutional e-mail address (@studenti.unimore.it) and to the address provided by candidates when submitting the application, communicating that the ranking list has been published, 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 the above-mentioned website.

ACCEPTANCE

Within 5 days after the ranking lists are published - under penalty of forfeiture - students who have been awarded a grant shall send their acceptance form following the instructions that will be provided by the International Relations Office.

Please note that the office will give the student's name to the partner university ONLY after receiving the student's acceptance.

ASSIGNING THE GRANTS

Applicants will only be awarded a grant each and for only one university. Grants shall be assigned based on the ranking order and the preferences stated in the application.

The assignment of the grant is subject to:

- student acceptance - based on the times and modes described in the acceptance section;
- signing of the agreement with the partner university;
- signing of the Finance Agreement based on the instructions and deadlines that will be provided by the International Relations Office;
- the preparation of the Learning Agreement before leaving;
- the acceptance by the host University.

Students leaving without signing the finance agreement shall be deemed deprived of their right to receive the grant.

WHAT DOES BEING AN ERASMUS STUDENT MEAN

Selected students gain the Erasmus student status. The Erasmus Student Charter is the document informing the Erasmus+ students on their rights and duties before, during and after the time spent abroad, and it can be downloaded from the website <https://erasmus-plus.ec.europa.eu/document/erasmus-student-charter>

The Erasmus student status ensures the following:

- exemption from paying the enrolment fees at the host university;
- use of the services available on site (canteens, libraries, colleges, IT facilities, etc.). However, please note that some Universities may request the payment of a symbolic amount as a contribution to some services offered, and the same amount is also requested to their own students;
- participation in language courses offered at the foreign university;
- recognition of the activity carried out abroad by the home Department in which students are enrolled.

Please note the following:

- Erasmus students shall regularly pay the university fees for the a.y. 2022/2023 to the University of Modena and Reggio Emilia; this does not apply to graduating students of the extraordinary sessions of a.y. 2021/2022;
- the Erasmus student status allows students to use any study grants financed at a national level;
- selected students may obtain the final qualification at the University of Modena and Reggio Emilia only after completing the period of study abroad.

Please note that selected students must:

- personally **organise their stay** abroad by INDEPENDENTLY gathering all necessary information also by visiting the website of the partner university assigned; website URLs are provided in the “List of universities”.
The office will take care of publishing any useful information received by the partner universities on the call for applications page adding it to the various documents available for the call;
- by the deadlines set, fill in the forms (**Application form, Accommodation Form, Housing Form, etc.**) required for the enrolment and to use the services and the activities made available by the partner university (accommodation arrangements, language courses, etc.).
Any documents required to be issued by the home university should be requested by e-mail to moreoverseas@unimore.it with at least one-week notice.

Note: subject to issuing the invitation letter needed to apply for a visa, some universities require a valid passport for at least 6/12 months at enrolment.

WAIVER AND RETURN

Students willing to waive the Erasmus mobility shall immediately notify their decision to the International Relations Office, to the professor in charge of the mobility, to the host University, and return any advanced amounts received for the grant.

The whole amount of the advanced grant shall also be returned if the period of stay abroad is shorter than 2 full months due to any reasons (except for short mobility programmes).

Last minute waivers cause serious damage to the other students on the ranking list who might not be in the conditions to accept the interchange anymore.

The waiver does not prevent students from submitting a new application during the second academic year.

Students interrupting their stay - except for force majeure cases - shall return the amount relating to the period of stay that has not been spent abroad, calculated according to the statement of the host institution. Failure to comply with the above, students not returning the amounts unduly received will be subject to Art. 13, paragraph 5 of the students' Regulation (student fees), stating that: “students... **not returning any amounts received for any reason and revoked by specific provision**, may not pursue any university career, or take any examinations, including the final examination”.

RANKING LIST PROCESSING

Following the withdrawal of an awarded student, the office will immediately contact the succeeding eligible students in the ranking order.

Eligible applicants may be contacted only compatibly with the deadlines set by the partner university.