CALL FOR APPLICATIONS FOR
ERASMUS+ STUDENT MOBILITY FOR STUDIES SCHOLARSHIPS 2018-2019

Art. 1 – General information

As part of the Erasmus+ initiative for individual mobility for studies in 2018-2019, the Erasmus+ Student Mobility for Studies programme allows students to study abroad at one of the University of Verona's partner universities (also referred to as “Partner Institutions”) for a duration of 3-12 months.

The scholarships can be used for:

- Full-time study at Bachelor’s, Master’s or PhD level (see point 3) – including thesis preparation (see Art. 2 point 1) but excluding any research not specifically relevant to the student’s degree programme – which must lead to gaining an officially recognised academic qualification (diploma or degree);

- Internship during a period of study, as long as the internship is approved and carried out under the supervision of the institution where the student is studying and that these two activities (study + internship) are carried out consecutively.

2. In order to perform all the necessary procedures for exchanges in a timely manner, the University of Verona shall take care of the selection process for university students who are interested in doing an Erasmus+ study abroad programme based on bilateral Erasmus+ agreements with its 2018-2019 Partner Institutions.

3. Erasmus+ programmes (Student Mobility for Studies and/or Student Mobility for Traineeships) are open to students who are properly enrolled full-time in a Bachelor’s, Master’s or PhD degree (i.e. 1st, 2nd or 3rd cycle of tertiary studies) for a maximum of 12 months for each cycle of study.

Students enrolled in a combined Bachelor's+Master’s programme (2nd cycle degree) may participate in Erasmus+ student mobilities for up to 24 months.

Example 1: A student who has already received a 5-month Erasmus+ scholarship during their Bachelor's degree (1st cycle degree) can receive one or more Erasmus+ mobility scholarships for up to 7 more months (12 months – 5 months completed = 7 months max.) while still enrolled in the Bachelor's degree. If the student is now enrolled in a Master’s degree (2nd cycle degree), they can receive one or more Erasmus+ mobility scholarships for up to 12 months total.

Example 2: A student enrolled in a combined Bachelor's+Master’s degree who has already received a 6-month Erasmus+ scholarship can receive one or more Erasmus+ mobility scholarships for up to 18 more months (24 months – 6 months completed = 18 months max.) during their degree programme.

4. Students gain academic recognition for their study abroad as long as they pass the relevant exams and assessments for each module. To this aim, each exchange student must draw up a Learning Agreement with the coordinating professor of their degree programme. The Learning Agreement must be defined and approved before departure for the study abroad.

Art. 2 – Erasmus+ Student Mobility for Studies (SMS)

1. Details of the number of places available, the length of stay at each Partner Institution and the study cycle available (see Art. 1, point 3) are specified in the prospectus summaries of each field of study (Appendix 1: List of Destinations). These were established by the mobility programme coordinators when the exchange agreements were made.

The prospectuses are available on the university website at:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.

Information sheets about the Partner Institutions are also available at the same address (Appendix 2: Information Sheets).

After having read the list of destinations and the information sheets, students are welcome to contact the Coordinator to ensure the modules offered by their preferred Partner Institution(s) are in line with their own degree programme.

N.B. Students who wish to participate in an Erasmus+ programme for the sole purpose of thesis research should contact their Mobility Programme Coordinator to check if this is possible. Please note
that the destination university makes the final decision regarding whether to host each candidate for thesis research or not.

2. Mobility scholarships must be used between 1st June 2018 and 30th September 2019. Students may choose the specific dates of their study abroad period only after the ranking lists have been published, paying attention to the scheduled length of stay at each destination as specified in Appendix 1: List of Destinations (see also Art. 6 “Selection”, point 6).

3. Students will not be required to pay enrolment fees at the host university; however, some institutions may ask for a supplementary fee to cover insurance costs, student union membership, public transport, materials (photocopies, laboratory products) etc., under the same conditions as local students.

Art. 3 – Student mobility to non-EU countries

1. Please note that Switzerland is not participating in the Erasmus+ programme for 2018-2019. However, to honour the cooperation agreements in place, incoming and outgoing mobility scholarships will be financed directly by the Swiss government. Students interested in mobilities to Switzerland may apply under the same call for applications. For funding details, please see Art. 5, point 4.

2. For the 2018-2019 academic year, Erasmus+ mobilities are also being offered at the University of Kragujevac in Serbia (see the List of Destinations for Humanities, Master’s in Linguistics). For funding details, please see Art. 5, point 5.

Art. 4 – Mobility admission requirements

To participate in this call for applications, students must:

1. Be a full-time University of Verona student, correctly enrolled within the normal duration of a Bachelor’s degree, Master’s degree, combined Bachelor’s+Master’s degree or PhD programme (see Art. 1, point 3) at the time of application and for the entire duration of the period abroad.

2. Have correctly and fully paid their enrolment fees at the University of Verona at the time of application and for the entire duration of their stay abroad.

3. Meet the minimum level of language skills requested by their selected Partner Institution on the relevant information sheet (Appendix 2: Information Sheets). If students do not have the necessary language proficiency at the time of the application deadline, It is their own responsibility to reach the language level requested by the host university by the specified date. Please refer to the specific selection criteria for each field of study (see Art. 6).

4. Be a resident in Italy or a country that is not the destination country.

Please also note that:

4.1 Applications are not open to students who are enrolled beyond the normal duration of their degree programme (i.e. fuori corso).

4.2 Applications from students who are in the third year of a Bachelor’s degree at the time of application will be considered only if they have completed at least 90 credits at the time of the selection (see Art. 6). Students must be enrolled in a University of Verona Master’s degree for 2018-2019 in the same subject area, or their scholarship will be revoked.

4.3 Applications are not open to students in the second year of a Master’s degree or the final year of a combined Bachelor’s+Master’s degree.

4.4 Students who are conditionally enrolled in a Master’s degree (i.e. carriera magistrale in ipotesi) at the time of application should mark “conditional enrolment in Master’s programme” on the application form (see Art. 7). They will be able to participate in the mobility programme only if they complete their Bachelor’s degree by the last possible exam session for the 2016-2017 academic year (i.e. March-April 2018), or the scholarship will be revoked.

4.5 Students enrolled in a joint university degree may participate in this mobility as long as their degree programme is administratively managed, or was initiated, by the University of Verona.

Art. 5 – Financial aspects

1. Erasmus+ Student Mobility for Studies scholarships financed by the European Commission are
intended to be a contribution towards supplementary mobility costs (travel, accommodation, different cost of living). The scholarships are therefore not sufficient to cover the entire cost of the study abroad.

2. The monthly European contribution value is determined according to the cost of living in the destination country, based on three groups defined by the European Commission.

<table>
<thead>
<tr>
<th>Group</th>
<th>Mobility to</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>Austria, Denmark, Finland, France, Ireland, Norway, Sweden, UK</td>
</tr>
<tr>
<td>GROUP 2</td>
<td>Belgium, Czech Republic, Cyprus, Croatia, Germany, Greece, Luxembourg, Netherlands, Portugal, Slovenia, Spain</td>
</tr>
<tr>
<td>GROUP 3</td>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia</td>
</tr>
</tbody>
</table>

3. In 2018-2019, the University of Verona will once again implement an Erasmus+ incentive scheme, granting an additional sum from the University and the Ministry of Education, University and Research. This extra contribution will be determined according to each student’s ISEE band.  

4. Scholarship amounts will therefore vary depending on the destination country and the student’s income band, as specified below:

<table>
<thead>
<tr>
<th>Mobility to:</th>
<th>BAND 1 (ISEE ≤ €30,000) Scholarship amount:</th>
<th>BAND 2 (ISEE &gt; €30,000) Scholarship amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>€680 per month</td>
<td>€580 per month</td>
</tr>
<tr>
<td>GROUP 2 and GROUP 3</td>
<td>€630 per month</td>
<td>€530 per month</td>
</tr>
<tr>
<td>SWITZERLAND</td>
<td>€400 per month</td>
<td>€300 per month</td>
</tr>
</tbody>
</table>

5. For mobilities to the following universities, the scholarship amount is as follows:

<table>
<thead>
<tr>
<th>Mobility to:</th>
<th>Degree programme</th>
<th>BAND 1 (ISEE ≤ €30,000) Scholarship amount:</th>
<th>BAND 2 (ISEE &gt; €30,000) Scholarship amount:</th>
<th>Travel expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universidade da Coruña (Spain)</td>
<td>Master’s in Comparative European and Non-European Languages and Literatures – double degree award</td>
<td>€1100 per month</td>
<td>€1000 per month</td>
<td>n/a</td>
</tr>
<tr>
<td>Universitäät Augsburg (Germany)</td>
<td>Master’s in Tradition and Interpretation of Literary Texts (international curriculum) – double degree award</td>
<td>€1100 per month</td>
<td>€1000 per month</td>
<td>n/a</td>
</tr>
<tr>
<td>University of Kragujevac (Serbia)</td>
<td>Master’s in Linguistics</td>
<td>€1050 per month</td>
<td>€950 per month</td>
<td>€275 one-off payment</td>
</tr>
</tbody>
</table>

6. The European Commission annually allocates an additional sum as a further grant to disabled students. Students who wish to apply for this funding should go to the International Office at the same time as making their application so that their request can be sent in time to the Erasmus+ National Agency.

7. Students who receive an Erasmus+ Student Mobility for Studies scholarship are not permitted to receive any scholarships or funding from other European Commission programmes at the same time.

8. Mobility students do, however, have the right to receive in full any national grants and/or loans that they are the beneficiary of.

9. If a mobility student fails to spend at least 3 months abroad and/or does not obtain the minimum

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1 Information about the ISEE for university scholarships will be obtained from the INPS database for all students who submit a benefits application form (DUB) from July 2018.
number of ECTS credits (CFU) required by the university in relation to the duration of the mobility, they will be required to repay their Erasmus+ mobility award in full. For further information on the number of credits that must be obtained while abroad, please see the University of Verona’s Regulations for international student mobility and the specific provisions of each field of study.

Art. 6 – Selection

1. The selection of candidates for each field of study will be made by a specific selection committee, who will draw up a ranking list based on an evaluation of each student’s academic transcript (credits obtained in relation to their year of enrolment, average grades and any additional criteria), and taking into account each applicant’s preferred study destination (see Art. 7).

Academic merit will be calculated as follows, based on the information present in ESSE3 (student academic records database) after the deadline of the call for applications:

1. Level of studies, in the following order of priority: PhD, Master’s degree, combined Bachelor’s+Master’s, Bachelor’s degree
2. Number of merit points (on academic record), in decreasing order
3. The destination will be assigned according to the number of places available and the candidate’s specified order of preference

For more information about the merit calculation formula, selection committees or selection criteria, please visit the web page:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.
Any changes in academic status and/or study-related data registered after the ranking lists have been drawn up will have no effect on the results of the ranking list.
In cases of equal merit, priority will be given to students who have not previously participated in an Erasmus programme (for either study or internship) or those who have spent a fewer number of months abroad.

2. Students who received a scholarship from any previous call for applications and who then renounced their mobility scholarship may be penalised in terms of their ranking on the list, as determined by each Selection Committee.

Furthermore, in the absence of appropriately justified, proven circumstances (e.g. a family death or serious illness), students who renounce a previous mobility scholarship and then apply in a subsequent application round will be subject to a reduced mobility scholarship amount.

3. The provisional rankings will be published on the university website by 7th March 2018.
Candidates must report any points calculation errors to the International Office within 7 days of the provisional ranking list being published. Any reports received after such time will not be taken into consideration.

4. Selection committees may interview students on their reasons for applying and to ensure what the students wish to achieve abroad is in line with what their chosen host universities offer. In this case, candidates will need to check the date, place and time of their selection committee interview online at:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.

5. The final rankings will be published by 23rd March 2018 on the University website at:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.
Within 7 days of the publication of the final ranking list, successful candidates must confirm on ESSE3 that they accept the destination and the mobility period. Failure to formally accept the offer within this time will result in the student being removed from the ranking list.

6. The International Office will send the names of the successful candidates (nominations) to the relevant destination universities, which will make the final decision on whether to admit each candidate or not and for the modules and/or activities previously agreed upon, based on their own guidelines. Please note that if the final date for sending the required documents (application form and attachments) to the destination university for Semester 1 occurs before the publication of the final ranking lists, the mobility period will be postponed to Semester 2.
7. In exceptional cases, if a candidate withdraws or decides not to accept the scholarship to the destination university, the Selection Committee may reallocate any available places remaining. Every effort will be made to reallocate scholarships in time for the various Partner Institutions’ enrolment deadlines, and in any case will be completed by 31st May 2018.

**Art 7 – Application procedure and deadline**

1. Before submitting an application for this call, students who are aware of any errors or delays in recording their academic data should first request that this information be corrected or updated on their academic record by contacting the Student Secretary and/or the relevant teaching facility before the application deadline. **Application forms must be completed electronically online on Esse3 by 21st FEBRUARY 2018 (12:00 noon, Italian time).**

Students must state:
- Their language level at the time of the application (see Art. 4, point 3);
- Any previous Erasmus mobility programmes they have participated in;
- Their chosen mobility destination(s), in order of preference (see Appendix 1 “List of Destinations”)

After completing the form, it is necessary to click “CONFERMA ISCRIZIONE E STAMPA DEFINITIVA” [confirm registration and print]. This is necessary in order to submit the form. It is not necessary to send the automatically-generated PDF to the International Office. This should be kept by the student as proof that the application was sent correctly.

For further technical details about completing the application form online in Esse3, see the “Guidelines for completing the Erasmus+ application form online” (Linea Guida alla compilazione online del modulo di candidatura Erasmus+) at the same web address.

2. It is important for students to choose each of their universities carefully, referring to the information contained in **Appendix 2: Information Sheets** (see Art. 2, point 1) to ensure that the modules offered at each destination are compatible with their own degree programme and that the duration of the exchange is appropriate to their own plans, since they could be assigned to any of the choices they select (see Art. 6).

3. Students may not choose host universities in a different field of studies to their own degree programme.

4. **Students from non-European Union countries** must attach a copy of a document stating they are a “permanent resident” or “stateless” or a “refugee” and/or a copy of their stay permit (carta di soggiorno or permesso di soggiorno), which should be current and preferably still valid for the entire duration of their intended stay abroad. Non-EU students who are awarded an Erasmus+ scholarship must ensure their papers are completely in order before departing (e.g. renewing their stay permit/visa, etc.) and for the entire duration of the mobility period abroad, or the scholarship will be revoked and any funding received must be repaid.

5. **PhD students** must attach to their application form an authorisation letter from their PhD Coordinator giving the student permission to spend a period abroad.

6. We remind applicants that the Administration is required to check the truthfulness of any substitutive declarations received and that, if any declaration is found to be false, apart from the fact that you will not receive any benefits obtained through the untruthful declaration, criminal sanctions are applicable for false statements and the alleged falsification of documents. In such a case, students concerned who have already received funding will be excluded from the programme and will be required to return the entire sum of money already received.

**Art. 8 – Further information and contact details**

1. The International Office organises **Erasmus Info Days** to present the technical aspects of the programme and explain how to complete the application form. The dates for these meetings, as well as all the information about this call for applications and any updates and/or further specifications, will be posted online on the university website at:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.

Contact information:

**International Office**

Public opening hours: at the HELP POINT (ground floor, Chiostro San Francesco, Via S. Francesco 22, Verona): Monday, Wednesday and Friday, 10:00 am–12:45 pm

**Service Desk** (send requests for information to: Direzione Didattica > Erasmus+ Studio > select the relevant area of study)

Telephone hours: Monday to Friday, 9:30 am–12:30 pm

Foreign Languages and Literatures: ph. 045 802 8596
Humanities: ph. 045 802 8530
Economics, Law, Exercise Science, Science and Engineering, and School of Medicine: ph. 045 802 8043

2. The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and following modifications, is the Head of the International Office, Level 1 (staircase A), Via San Francesco, 22 – 37121 Verona.

Candidates may exercise their right of access to the procedures by submitting a request that can be downloaded from: > General Administration > Institutional and Legal Affairs > Protocol, General Archive > Archive and Protocol Forms > Access to documents). [www.univr.it](http://www.univr.it) (click General Administration > Institutional and Legal Affairs > Protocol, General Archive > Archive and Protocol Forms > Access to documents).