Art. 1 – The CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR STUDIES SCHOLARSHIPS for the 2017-2018 ACADEMIC YEAR has been approved.

As part of the Erasmus+ programme for individual mobility for studies in 2017-2018, the Erasmus+ Student Mobility for Studies initiative allows students to study abroad at one of the University of Verona’s partner universities (hereinafter referred to as “Partner Institution”) for a period of 3-12 months.

Students may apply if they:

- are enrolled for full time study in a 1st, 2nd or 3rd level degree programme (see paragraph 3), including writing your thesis (but excluding research activities that are not specifically part of a degree programme), that leads to gaining an officially recognised academic qualification (diploma or degree); or

- are doing an internship during a period of study - as long as the internship is being carried out under the supervision of the Institute where you are studying and that these two activities (study + internship) are carried out consecutively.

N.B. Students who wish to participate in an Erasmus+ programme for their thesis research only should check with their Mobility Programme Coordinator (see Article 2) to see if this is possible. Please note that the host university at the destination will make the final evaluation and decide whether to accept each individual candidate for thesis research or not.

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 2017-2018 Partner Institutions.

3. Students who are correctly enrolled full time in a degree programme (1st, 2nd or 3rd level) can participate in Erasmus+ (Student Mobility for Studies and/or Student Mobility for Traineeships) for a maximum of 12 months for each level of study.

Students enrolled in a combined Bachelor’s+Master’s programme (2nd level degree) can 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 level degree) can receive one or more Erasmus+ mobility scholarships for up to 7 more months (12 months – 5 months completed = 7 months max.) while they are still enrolled in the Bachelor’s degree. If the student is now enrolled in a Master’s degree (2nd level 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 take exams for this study. For this reason, each exchange student, together with the coordinating professor in their course of studies, should draw up a Learning Agreement, which should be clarified before leaving for the study abroad period.

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 level of study (see Article 1, paragraph 3) will be specified in the prospectus summaries of each subject area (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 may contact the Coordinator to check that the courses offered by their preferred Partner Institution are suitable for their programme of studies.

2. Mobility scholarships must be used between 1st June 2017 and 30th September 2018. Students may choose the specific dates of their study abroad period only after the ranking lists have been published, taking into account the scheduled duration of each destination, which is specified in Attachment 1 "List of Destinations" (see also Article 6 “Selection”, paragraph 6).

3. Students will not be required to pay enrolment fees at the host institution; 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. **Switzerland** is not participating in the Erasmus+ programme for the 2017-2018 academic year. However, to honour the cooperation agreements established, incoming and outgoing mobility scholarships will be financed directly by the Swiss government.

Student interested mobilities to Switzerland can apply under this call for applications. In terms of funding, please see Article 5, paragraph 4.

Art. 4 - Mobility admission requirements

To participate in this call for applications, students must:

1. Be a full-time student of the University of Verona who is correctly enrolled within the normal duration of a Bachelor's degree, Master's degree, combined Bachelor's+Master's degree or PhD programme (see Article 1, paragraph 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. Have the **language skills** required by their selected Partner University as specified in the **info sheets** (Appendix 2: Info Sheets). If students do not have the necessary level at the time of the application deadline, **it is their own responsibility to reach the language level requested by the host institution by the specified date**.

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

Please also note that:

4.1 Applications from students who are enrolled beyond the normal duration of their degree programme (i.e. *fuori corso*) will not be considered.

4.2 In order to participate in the mobility programme, students who are in the third year of a Bachelor's degree at the time of application must then be enrolled for the 2017-2018 academic year in a Master's degree in the same discipline at the University of Verona, or their scholarship will be revoked.

4.3 For this call for applications and temporarily for the 2017-2018 academic year, second-year Master's degree students and students in the final year of a combined Bachelor’s+Master's degree will be admitted **as an exception**. They must complete their mobility AND graduate by the 2018 winter/spring exam session, or their scholarship will be revoked and will need to be returned (see Article 5). Starting from the 2018-2019 academic year onwards, students in the second year of a Master's degree or the final year of a combined Bachelor’s+Master's degree will not be admitted to the call for applications.

4.4 Students who are conditionally enrolled in a Master's degree (i.e. *carriera magistrale in ipotesi*) at the time of application should access online by using their "conditional enrolment in Master’s
programme identification number (i.e. numero di matricola della magistrale in ipotesi) on the application form (see Article 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 2015-2016 academic year (i.e. March-April 2017), or the scholarship will be revoked.

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

Art. 5 – Financial aspects

1. Erasmus+ Student Mobility for Studies scholarships financed by the European Commission are intended as a contribution towards additional mobility costs (travel, accommodation, different cost of living); therefore the scholarships do not 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>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>Austria, Denmark, Finland, France, Ireland, Norway, Sweden, UK</td>
<td>€280 per month</td>
</tr>
<tr>
<td>GROUP 2</td>
<td>Belgium, Czech Republic, Cyprus, Croatia, Germany, Greece, Luxembourg, Netherlands, Portugal, Slovenia, Spain</td>
<td>€230 per month</td>
</tr>
<tr>
<td>GROUP 3</td>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia</td>
<td>€230 per month</td>
</tr>
</tbody>
</table>

3. For the students selected in this call for applications, with the exception of second-year Master's degree students and those in the final year of a combined Bachelor's+Master's degree (see Art. 4, para. 4.3), the University of Verona will again implement an Erasmus+ incentive scheme by granting an additional €300 per month financed by the University and the Ministry of Education, University and Research.

For students enrolled in the following double qualification Master's degrees:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Name of degree</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>LM37</td>
<td>Master's degree in Comparative European and Non-European Languages and Literatures</td>
<td>Universidad Da Coruña</td>
</tr>
<tr>
<td>LM14</td>
<td>Master's degree in Tradition and Interpretation of Literary Texts</td>
<td>Universität Augsburg</td>
</tr>
</tbody>
</table>

The additional contribution will be €770 per month instead of €300 per month.

4. Students who receive a mobility scholarship for Switzerland (see Article 3) will receive the university contribution specified in paragraph 3 above but will not receive the European contribution specified in paragraph 2.

5. The Ministry of Education, University and Research will provide the possibility of granting an additional contribution of €200 per month to socio-economically disadvantaged students. Interested students should submit a standard application during the call for applications for study scholarships for the 2017-2018 academic year, respecting the deadlines specified by the University Bursaries Office. It is not necessary to submit a special request to the International Relations Office. The extra financial aid will be granted to eligible students at the end of the mobility, in strict accordance with the order in the ranking list, until all the available funds have been issued.

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 Relations 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 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 the mobility student fails to spend at least 3 months abroad and/or does not obtain the minimum number of ECTS credits (CFU) required by the university in relation to the duration of the mobility, they will need to return the total value of their Erasmus+ mobility award. For further information regarding the number of credits that must be obtained while abroad, please see the University of Verona’s Regulations for international student mobility in the 2017-2018 academic year and the specific provisions of each field of study.

Art. 6 – Selection

1. The selection 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 candidate’s academic transcript (credits obtained in relation to their year of enrolment, average grades and any additional criteria), and taking into account each candidate’s preferred destination of study (see Article 7).

Academic merit will be calculated based on the data present in ESSE3 (student academic records database) on the deadline of the call for applications, according to the following guidelines:

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

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 that is recorded after the deadline of the call for applications will not have any effect on the results of the ranking list.

On equal par with academic merit, the Committee will give precedence to students who have not previously participated in an Erasmus programme (for either study or internship) and students 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.

3. The provisional rankings will be published on the university website by 6th March 2017.

Candidates must report any points calculation errors to the International Relations Office within 7 days of the provisional ranking list being published. Any reports received after such time will not be taken into consideration.

4. The Selection Committees for Economics, Humanities, Science and Engineering, and Exercise Science will hold specific interviews to ask students about their reasons for applying and to check that what the students wish to achieve abroad is congruent with what their chosen host universities offer. Candidates should check the date, place and time of any potential interview with the Selection Committee. These will be published online at:
5. The **final rankings** will be published by 24th March 2017 on the International Relations Office Register and the University website at:
http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships.

Successful candidates must **confirm on ESSE3** that they accept the destination and the **mobility period within 7 days** of the publication of the final ranking list. Failure to formally accept the offer by the deadline will result in the student being removed from the ranking list.

6. The International Relations Office will communicate the names of the successful candidates (**nominations**) to the **destination university**, which will make the **final decision** on whether to admit each candidate or not and for the courses and/or activities previously agreed upon, based on their internal guidelines. Please note that if the final date for sending the required documents (application form and attachments) to the destination university for Semester 1 is before the date that the definitive ranking list is published, the mobility period will be postponed to Semester 2.

7. In exceptional cases, if candidates renounce or decide not to accept the scholarship from the destination university, the Selection Committee may proceed with reassigning any available places remaining. The reassignment of scholarships should be compatible with the host university's enrolment deadline and in all cases must be completed by **31 May 2017**.

**Art. 7 - Application procedure and deadline**

1. Before submitting an application for this call, students who are aware of any errors or delays in the recording of their 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 **12:00 midday on 20th FEBRUARY 2017** (Italian time).

Students must state:
- Their language level at the time of the application (see Article 4, paragraph 3);
- Any previous Erasmus mobility programmes they have participated in;
- Their preferred mobility destination(s), in order of priority (see Attachment 1 “**List of Destinations**”)

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

For more 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+)](http://www.univr.it > International Relations > Study abroad > Erasmus and other experiences abroad > Erasmus+ Student Mobility for Studies Scholarships)

2. Students are requested to select their preferred university carefully, referring to the information contained in **Attachment 2: Info Sheets** (see Article 2, paragraph 1) and ensuring that the courses offered at all their chosen institutions are coherent with the student's own degree programme, since any one of those destinations could be assigned (see Article 6).

3. Students may not choose university destinations from a different disciplinary area to their own.

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 valid for the entire duration of their intended stay abroad. Non-EU students who are awarded an Erasmus+ scholarship will need to make sure their right to stay is completely in order before departing (e.g. renewing their stay permit/visa, etc.) and for the entire duration of the mobility period abroad; otherwise the scholarship must be revoked and restituted.
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. Please remember that 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 Relations Office organises Erasmus Info Days: How to Apply, to illustrate technical aspects 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 Relations Office**

Open to the public: Mondays, Wednesdays and Fridays 10:00 am–12:45 pm  
Email: relazioni.internazionali@ateneo.univr.it  
Telephone hours: Monday to Friday 9:30 am–12:30 pm  
Foreign Languages and Literatures: ph. 045 802 8596  
Humanities: ph. 045 802 8530  
Other departments: ph. 045 802 8043

2. This call for applications shall be published in the Official University Register. The Procedure Officer, in accordance with and for the purposes of Law no. 241/1990 and following modifications, is the Head of the Internationalisation Office – Research Office, San Francesco Cloister, Via San Francesco 22, 1st floor (Stairwell A) – 37129 Verona, email: relazioni.internazionali@ateneo.univr.it

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

**N.B. This is the English translation of the CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR STUDIES SCHOLARSHIPS for the 2017-2018 ACADEMIC YEAR. For further information, please refer to the official Italian version, which is available here.**