ERASMUS+ PROGRAMME
Student Mobility Selection Call for Academic Year 2017-18

Latina Campus

Erasmus+ is the EU’s programme to support education, training, youth and sport in Europe. 2014/2020.

Erasmus+ gives university students the possibility of increasing educational opportunities and acquiring the necessary skills for a professional career. Erasmus+ provides students with the opportunity to study abroad for up to 12 months for each study cycle and 24 months for single cycle degrees. The period can also be split into smaller periods.

Erasmus students will receive a grant and may attend courses and use the available structures without further registration fees (in some cases small contributions may be requested as for local students). All activities abroad (with a positive result) will be fully recognized as long as they have been approved in the Learning Agreement/Change Form. Full recognition of activities conducted abroad is one of the commitments undertaken by Sapienza University of Rome by approving the Erasmus Policy Statement (EPS) and the "Regulation for Student Mobility and Recognition of Study Periods and Training Abroad." (D.R. Prot. n. 34218 - 13.05.2015).

During Academic Year 2017-18, students may participate in the Erasmus+ Programme at universities in European Union member states and other participating countries. These include:

- European Union member states: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- EFTA/SEE Countries: Iceland, Liechtenstein and Norway;
- Turkey and the Republic of Macedonia (as EU candidate countries).

Moreover, students can attend a Superior Educational Institute in the Swiss Confederation (Swiss-European Mobility Programme). As Switzerland is not a member of the Programme Countries, the Swiss Federal Council will directly fund students who participate (see Art. 2 of this call).

1. APPLICATION REQUISITES

A. GENERAL REQUISITES

Sapienza students (including part-time students) who have paid all outstanding tuition fees (see note 1) and enrolled for Academic Year 2016-17 in a Bachelors, Masters, Single Cycle,
Doctorate, or specialization programme may apply for the Erasmus+ Programme, as indicated in the terms and rules of this call.

Please notice that in case of specialization, Erasmus grants are subject to compatibility with the specialization scholarship. In case of incompatibility, students may still participate in the programme, but without any financial support.

Moreover, candidates must also:

- Not be resident in the country where they intend to attend the Erasmus+ programme;
- Be registered with Sapienza for the entire Erasmus+ mobility period;
- Not have already exceeded the maximum period of participation in Erasmus+ for each 12-month cycle of study and 24 month for single cycle degrees (see notes 2 and 3);
- Possess an adequate knowledge of the foreign language required in the host university as indicated in the call;
- Not be the recipients of any other EU grant (paragraph 2°)

Students enrolled in the third year of a three-year Bachelors programme for academic year 2016-17 and who intend to register for 2017-18 as “fuori corso” may apply following the same procedure for students on Bachelors programmes.

Students enrolled in the third year of a three-year Bachelors programme may apply for mobility in a Masters Programme. These candidates will be accepted on condition that they obtain their Bachelors degree and enroll for the successive cycle of studies (stated by self-certification of tuition fee payment).

B. Faculty Requisites

FACULTY OF ECONOMICS

CREDITS (see note 4):

Year 1: 12 ECT minimum  
Year 2: 36 ECT minimum  
Year 3: 60 ECT minimum  
Year 1 (Masters programme): 9 ECT  
Year 2 (Masters programme): 30 ECT

Doctoral students in Management, Banking and Commodity Science (code 26079) can apply to the Erasmus+ programme.

FACULTY OF CIVIL AND INDUSTRIAL ENGINEERING

CREDITS (see note 4)

Year 1: 12 ECT minimum  
Year 2: 36 ECT minimum  
Year 3: 60 ECT minimum  
Year 1 (Masters programme): 9 ECT
Year 2 (Masters programme): 30 ECT

Doctoral students in Industrial and Managerial Engineering (code 27738), in Electrical Engineering and Science in Nanotechnology Engineering (code 26747) and Environmental Engineering (code 26743) can apply to the Erasmus+ programme.

FACULTY OF ELECTRONIC AND INFORMATION ENGINEERING

CREDITS (see note 4)

Year 1: 12 ECT minimum
Year 2: 36 ECT minimum
Year 3: 60 ECT minimum
Year 1 (Masters programme): 9 ECT
Year 2 (Masters programme): 30 ECT

Doctoral students in Informatics (code 11041) and in Informatics Engineering (code 11055) can apply to the Erasmus+ programme.

ACADEMIC INFORMATION

Please note that the University office will only consider the credits registered on Infostud at the moment of the deadline of the application form. However, students can add some information about their university career on Infostud with a self-certification (see article 4 of the application form).

- Students attending interfaculty courses cannot apply to the Programme.
- Students of Economics, Civil and Industrial Engineering, Information Engineering and Statistics Engineering can apply to this Programme. (The programme is for students in both Rome and Latina).
- Doctoral students can only apply for the destinations which have 3rd level exchanges. The authorisation of the PhD coordinator is compulsory.
- All the credits concerning the activities done during the Erasmus mobility period must be certified before the discussion of the thesis and before the end of studies. The Erasmus exchange must be finished before the graduation.
- Students who wish to conduct thesis research abroad must specify the topic of their dissertation.
- Graduate students working as interns abroad cannot apply for the Erasmus+ study project.

C. LANGUAGE SKILLS

Adequate linguistic skills are very important for a quality experience in Erasmus+. In their Learning Agreement, students must declare an adequate command of the language skills required by the host university, unless otherwise requested.

Candidates must:
• Verify that their language skills meet the requirements of the host university as indicated in the list of destinations, unless otherwise provided;
• Check on the host university website for any extra language requirements;
• Possess the required language level upon application;
• Submit certifications (such as IELTS, DELF, PLE etc.) certifying language skills if the host university requests it. Potential self-certification will be evaluated during the selection process. (paragraph 5) The possession of an official language certificate (required by the host university) will be considered a preference in the selection process in the case of equal scores.
• Language skills will be assessed as described in paragraph 5.

All students must possess the requested language skills.

2. GRANTS AND FINANCIAL BENEFITS

Grants for mobility are to be considered as a contribution to the expenses of residing abroad and require participation in mobility activities.

To receive grants, students must sign the financial contract at their Erasmus+ office before leaving.

Students who DO NOT TAKE OR PASS ANY EXAM (basic language course doesn't count) during the study period abroad and/or who cannot certify work on their thesis or research for PhDs or Masters, will not receive the MIUR Grant.

A. EU Grants

Erasmus+ Grants for 2017-18 EU grants are based on the cost of living in the destination country. The mobility grants are based on destinations and divided into the following groups:

**Group 1 Countries** (high cost of living): Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, United Kingdom: **280 €/month**.

**Group 2 and 3 Countries** (average cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey; (low cost of living): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia: **230 €/month**.

The actual grant will be calculated on the effective days of mobility certified by the hosting university.

Erasmus grants are incompatible with grants from other programmes funded by the European Union.
If EU funds run out or students receive university or other EU grants or the student does not require funding, selected candidates may receive an “Erasmus Zero EU Grant” status that will allow him to enjoy the benefits of mobility without receiving the grant.

All Erasmus+ Grants are subject to the approval of University Erasmus proposals for Academic Year 2017-18 by the National Erasmus+ Indire Agency.

**B. Sapienza and MIUR Funding**

Sapienza will grant a financial integration to Erasmus+ students based on the approved co-funding. Furthermore, as stated at the previous section a), students who DO NOT TAKE OR PASS ANY EXAM (language basic course doesn't count) during the study period abroad and/or who can not certify work on their thesis or research for PhDs or Masters, will not receive the MIUR Grant.

Details on grants allocated during previous years are available at: [http://www.uniroma1.it/erasmus/studenti-students/contributi](http://www.uniroma1.it/erasmus/studenti-students/contributi)

**C. Funds for Disabled Students**

The National Indire-Erasmus+ Agency grants funding for disabled students with special needs.

Disabled students must indicate any disability on their application and acceptance forms.

Selected disabled students will receive information on funding during the year at: [http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili](http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili).

**D. Funding for Students Requiring Further Financial Aid**

Students who have specific financial problems may, based on their ISEE declaration, receive further financial aid through dedicated EU and Sapienza and MIUR funding.

In order to apply, students who consider to have the right of receiving this fund, have to ask for ISEE 2017 for Right to University Studies to with holding agent CAF, other qualified people, or get it by the INPS website (http://servizi2.inps.it/servizi/Iseeriforma/home.aspx). The ISEE data will be assessed by the university on the dedicated INPS Platform and in case the student turns out to be without any ISEE DATA 2017 for Right to University Studies, he will be not considered for the fund assignment. Specific information will be provided during the year at: [http://www.uniroma1.it/erasmus/studenti-students/contributi](http://www.uniroma1.it/erasmus/studenti-students/contributi).

**E. Grants for Switzerland**

Students will receive a monthly grant in Swiss Francs (SEMP Grants) paid directly by the Swiss government, unless otherwise provided by the host university.

The amount of the grant has not been established yet. Grants featured in paragraphs a), b) and c) of this article will not be provided as grants are paid directly to students by the Swiss government.

**F. Taxation and Exemptions**
For further information on tax requirements and exemptions related to funding, please refer to your accountant, tax office, CAF or other appointed body.

3. AVAILABLE MOBILITY DESTINATIONS

Available mobility destinations and number of available places may be subject to modifications based on the decisions of EU and national bodies regulating the programme and partner universities. Therefore, please be advised the information contained in this document is not final. Students should verify the possibility of studying abroad before applying.

Mobility periods for some destinations in the announcement may be shorter if the didactic calendar is shorter.

Moreover, for students who have already been on previous mobility periods, this reduction will be based on the number of allowed months, with a maximum of 12 and of 24 months for single cycle degrees, f , following authorization from the host university.

Students can select a minimum of 3 destinations and a maximum of 5 destinations. Departure in the first semester is not guaranteed for destinations whose dead-line is close to the date of the end of process of this announcement. Students must pay attention to the language skills required by the host university in order to be able to attend the course.

Mobility Levels:

1 = Undergraduate (Bachelors)
2 = Postgraduate (Masters, Single Cycle)
3 = Doctoral (Specialization School or PhD Research)

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<th>Partner name</th>
<th>Professor Last name</th>
<th>Professor First Name</th>
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</table>

The requirements in the table were provided by the partner Universities. The interested students are still invited to look for the requirements at the destination where they want to apply.

Whenever two languages are provided, it is understood that if the courses chosen are in different languages, the requirements for both are to be met. Please note that to apply to French and Spanish Economics destinations, respectively French and Spanish language requirements are still required.

4. APPLICATION PROCEDURE
Applications must be completed from **Feb. 3 to March 6, 2017 (noon)** via the on-line application form available at: 

For technical assistance, students may use the Helpdesk form available at: [http://151.100.101.75/candidatura/sendmail.aspx](http://151.100.101.75/candidatura/sendmail.aspx).

Once the application has been completed, each candidate will receive a receipt with the summary of all their data at the email address provided on the application form. All applicants must verify that they receive this report and that all the data indicated on it is correct. Any errors must be immediately reported to the Faculty Erasmus Administrative Coordinator: (Dr. Maria D’Antoni tel. 0773 - 476609 E-mail maria.dantoni@uniroma1.it Erasmus Office: Viale XXIV Maggio 7/9 Latina - c/o Faculty of Economics). Faculty Office Hours: Monday 9.00 - 12.00 am (Room 0/36 Faculty of Economics). Wednesday 8.00 - 11.00 am (Room 113 Palazzina Ce, R,S,I,T e S Viale XXIV Maggio 7/9).

1. Candidates must confirm the data provided on the on-line application by sending a signed scan of the application form to maria.dantoni@uniroma1.it **by 12:00 (noon) of March 6th, 2017** or by bringing it to the Erasmus office at Latina University by **02:00 p.m. of March 6th, 2017, Viale XXIV Maggio 7/9 Latina Faculty Office** hours: Monday 9.00 - 12.00 am (Room 0/36 Faculty of Economics) Wednesday 8.00 - 11.00 am (Room 113, Palazzina Ce,R,S,I,Te,S Viale XXIV Maggio 7/9)

**Together with the application form, students must also submit:**

- Photocopy of a valid ID document
- Self-certification of exams taken at the university that have not been registered on INFOSTUD;
- Self-certification of exams taken abroad that have been validated, but not been registered on INFOSTUD;
- Original certificate of language skills (not relevant for rankings)
- Students of Civil and Industrial Engineering and Information Engineering must present the Learning Agreement for each destination. The Learning agreement must be signed by the Erasmus Coordinator or the thesis supervisor. The Learning Agreement must include all the courses that the student will attend abroad or the courses that the student wants substitute with credits (ECT). It is possible to choose more courses abroad corresponding to one exam in Italy.

The approval of the Learning Agreement must be validated by the Erasmus Coordinator or by the Supervisor of the thesis. PhD students must have the signature of the Coordinator of the Doctorate.

**Please note:** as indicated by Bill 12/11/2011 - N. 183, all documents issued by public administrations (i.e., transcript certificates) may be substituted by self-declarations (D.P.R. 445/00).

The administration has the right to certify the data indicated in self-certifications and, in case of false declarations, will apply the sanctions established by Art. 76 D.P.R. N. 445/2000 and Articles 483, 485 and 486 of the Penal Code.

**If the required documentation is not submitted by the indicated deadlines, or the declared information is not correct, the application will be rejected.**
5. SELECTION AND RANKINGS

A Commission nominated by the Erasmus Academic Coordinator at the Latina Campus will evaluate all applications based on the following criteria:

FACULTY OF ECONOMICS

GPA, ratio between number of credits obtained and number of credits on educational plan for the degree programme. The total score for each candidate will be expressed on a total of 100 points, as follows:

- the candidate can obtain maximum 50 points for GPA,
- the candidate can obtain maximum 50 points for the ratio between number of credits obtained and number of credits on educational plan for the degree programme.

In case of equal scores, language certificate will be evaluated to assign preferred destinations.

The language test, compulsory for all students not in possession of the required language certifications, will cover all the language(s) specified in the application form.

Please note that to apply to French and Spanish destinations, French and Spanish language requirements must be met.

5. 1 Language tests procedures

FRENCH
Test for B2 written and oral comprehension and B1 written production. Only students obtaining at least 18/30 are admitted to the oral exam, which will focus on communication competences and strategies in a formal situation. Only students obtaining at least 21/30 are considered eligible and will be short-listed for French-speaking countries’ “Sapienza” Erasmus scholarships.

ENGLISH
Language testing for specialised vocabulary, grammar, oral and written comprehension for levels B1 and B2. Overall threshold necessary to be considered eligible is 21/30.

SPANISH
Language testing for specialised vocabulary, grammar, oral and written comprehension for levels B1 and B2. Overall threshold necessary to be considered eligible is 21/30.

GERMAN
Language testing for specialised vocabulary, grammar, oral and written comprehension for B1 level.
Students who have passed the 9 cfu exam in German language in academic year 2016-2017, they must have also an interview to obtain 12 cfu.
Overall threshold necessary to be considered eligible is 21/30.
FACULTY OF CIVIL AND INDUSTRIAL ENGINEERING
Applicants on Bachelors and Masters Programmes will receive a maximum of 100 points as follows:
I. Maximum 45 points for obtained credits as opposed to required credits as determined by the last approved study at the end of the first semester 2015/2016. These must be registered on Infostud at the application date.
II. Maximum of 45 points for GPA (out of 30) as opposed to the general Degree average, weighted by ECTs and matriculation year, and depending on the exams taken and approved at the application date.
III. Maximum 5 points for the coherence and validity of the study plan for abroad.
IV. Maximum 5 points to students in possession, at the date of application, of language certifications listed in the “language of instruction” section in table 1 for the destination and course selected.
Only the certificates listed in the “language of instruction” section for the destination chosen by the candidate will be taken into consideration.

FACULTY OF INFORMATION ENGINEERING, INFORMATICS AND STATISTICS
Applicants on Bachelors and Masters Programmes will receive a maximum of 100 points as follows:
- a. Maximum 35 points for obtained credits as opposed to required credits as determined by the course year.
- b. Maximum of 45 points for GPA (out of 30) as opposed to the general Degree average, weighted by ECTs and matriculation year, and depending on the exams taken and approved at the application date.
- c. Maximum 5 points for the destination language certificates attached to application.
- d. Maximum 15 points for the validity and feasibility of the study plan for abroad as per the Learning Agreement.

PhD students cannot be evaluated according to these criteria. They will be put on reserve and short-listed for destinations if there are available level-3 (doctoral) places. The following criteria will be used for PhD student ranking:
- a. Year of enrolment, giving priority to those closer to the end.
- b. Curriculum of scientific and academic activities and if applicable the lecturers’ committee judgement.
- c. In the event of equal scores, the judgement of the lecturer responsible for the exchange will be considered.

The commission will employ the indicated criteria to produce a temporary ranking of eligible students.

A Temporary Ranking will be published on the faculty website: Polo di Latina: Ce.R.S.I.Te.S (Centro di Ricerca e Servizi per l’Innovazione Tecnologica Sostenibile) https://web.uniroma1.it/cersites/

The ranking will become final if, within ten consecutive days from its publication, no appeals are presented to: Erasmus Office - Polo di Latina, Viale XXIV Maggio 7/9 04100 Latina
The Final Ranking will be published on the faculty website: Polo di Latina: Ce.R.S.I.Te.S (Centro di Ricerca e Servizi per l’Innovazione Tecnologica Sostenibile)
https://web.uniroma1.it/cersites/

Accepted candidates must declare their acceptance of the mobility period sending an email or showing up at the Erasmus Office - Polo di Latina.

Students listed in the Final Ranking do not automatically have the right to the mobility period. The effective assignment of all mobility periods will follow the assessment of the necessary educational requirements established by each faculty and host university.

In case of equal scores, priority will be given to students who do not have previous Erasmus study or Erasmus placement/traineeship experiences.

6. LEARNING AGREEMENT, FINANCIAL CONTRACT AND ON-LINE LINGUISTIC SUPPORT (OLS)

All students who agree to the assigned destination must fill out the Learning Agreement (LA).

The LA is a document that is prepared before departure and details the study programme abroad.
The LA must be approved by the Degree programme RAM. The LA must be signed by the student and by the host university to guarantee the recognition of credits acquired abroad.

Students must fill out their LA on their personal webpage at:

Grant eligibility and the financial contract will be signed after the final approval of the LA.
The status of Erasmus student and the right to the grant are subject to the signature of the financial contract.

The host university will determine candidate eligibility based on their profile and language skills, and may request further certifications or refuse the candidate based on rules that are not described in the Faculty or University Agreement.

The European Commission requires Erasmus mobility students to take on-line language assessment tests before and after the mobility period for the following languages: Czech, Danish, Dutch, English, French, German Greek, Polish, Spanish and Swedish, except for mother tongue students on mobility in Switzerland. The procedure for the language assessment test will be communicated directly to students. The payment of the final grant check will take place only after the student has taken this mandatory test (see note 5).

7. RENUNCIATION

Acceptance of mobility is a serious commitment. Eligible students are requested to renounce after acceptance or right at the beginning of the mobility period only for serious and proven matters of force majeure, which must be communicated in writing and duly justified to allow the first reserve candidate to take advantage of this opportunity.
8. PROCEDURES AND LOGISTICS

- In order to plan their curricular project at the host university, students should carefully study all available information before applying. In fact, this information is fundamental for receiving the mobility assignment.

- Students who wish to write their thesis during a mobility period should agree previously on this with the responsible professor for the Interinstitutional Agreement and the RAM (Academic Responsible Mobility), after having ascertained all the necessary information from the host university.

- Erasmus students must take the planned exams for courses at the host university. The Faculty will recognise these exams, as described. Credits for exams taken at host universities must be acquired respecting all the rules and regulation of the curricula at their university.

- Once the procedures for the acceptance of first and second destinations are concluded, the Committee will decide and communicate the closing date for eligible but unallocated students that want to apply for the empty destinations.

If there still are empty destinations and unallocated funds, a second call can be published. The destinations can then be made available to students of other faculties, preferably of related subject areas. The mobility approval is subject to the candidate’s acceptance by the destination University.

- Normally, foreign universities do not provide student housing for Erasmus students. Housing information is available on the websites of most universities. Students should check any deadlines or specific procedures that must be completed (accommodation and/or forms requested by the host university).

- Eligible students for EU Candidate Countries must consult RAEF for information concerning health assistance and residence (host country visa, Erasmus Certificate, Host University Declaration, etc.).

- The civil responsibility and accident insurance coverage that students have at their university is automatically extended for the entire mobility period: http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze.

- Students on mobility periods must procure their own health and travel insurance all the stay abroad period long based on the conditions in the host country: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani.

9. INFORMATION ASSESSMENT

As per Art. 71 - DPR 445 - 28/12/2000, the university will verify application information randomly and in an case that poses doubts on the information provided by self-certifications.

10. TREATMENT OF PERSONAL DATA
The personal data of all applicants will be used for selection procedures and subsequent project phases for institutional objectives (D. lgs. 196/2003).

11. FINAL AUTHORITY

As established by Bill 7.8.1990, N. 241 and subsequent modifications and integrations, the final authority for the procedure is Maria D’Antoni, Tel. 0773 – 476609, E-mail maria.dantoni@uniroma1.it

Erasmus Office: Viale XXIV Maggio 7/9 Latina – c/o Faculty of Economics. Office Hours: Mon 9.00 – 12.00 am (Room 0/36) Wed. 8.00 – 11.00 am (Room 113, Palazzina C.r.s.i.te.s, Viale XXIV Maggio 7/9)

12. END OF PROCEDURE

The procedure should be completed by the end of March 2017.

The official version of this call is in Italian and is available on website of Sapienza University - International area (http://www.uniroma1.it/bandi-erasmus) . The English version is provided as a service to students, but is not valid and may not be used for any legal purposes.

Latina, 02/02/2017

Signed
Prof. Giuseppe Bonifazi
Director of Ce.R.S.I.Te.S

NOTE

(1) Students on Erasmus mobility periods must regularly pay Sapienza tuition fees. If the study abroad period involves the completion of degree theses, the students need not pay tuition for the new academic year (2017-18), but must have presented an application graduation and graduate by the last session of Academic Year 2016-2017.

Students enrolled in third cycle programmes (PhD and Specialization Schools), who will complete their course of study after the deadline of this call, will be admitted with reserve.

(2) 24 months for single cycle degrees.

(3) The Erasmus Academic Year begins on June 1, 2017 and ends on September 30, 2018. Erasmus mobility periods range from a minimum of 3 months to a maximum of 12 months and are also based on previous experiences to calculate the 12-month limit per cycle.

(4) Credits must be acquired in respect of all requirements set by home university curricula.

(5) Evaluation tests will be held via the Online Linguistic Support (OLS) Platform as per the Common European Framework of Reference for Languages (CEFR). The European Commission also provides independent learning courses on the platform to help students on Erasmus+ to prepare for their mobility periods. Access to these courses is communicated directly to students upon signature of their contract.