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

Faculty of Political Science, Sociology and Communications
Sociology, Social Services and International Economic Relations Area

Additional Scholarship

*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, first or second level Master Course, 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 enrol for the successive cycle of studies (stated by self-certification of tuition fee payment).

B. Faculty Requisites

□ □ General Indications

1. This call is open to all students enrolled in the following degree programmes at the Faculty of Political Science, Sociology and Communications.

**BACHELORS PROGRAMMES**
- Sociology
- Social Sciences for Government, Organisation and Human Resources (GORU)
- Social Service Sciences and Techniques (STeSS)
- International Economic Relations

**MASTERS/SPECIALISTIC PROGRAMMES:**
- Sociology, Social Research and Evaluation
- Applied Social Sciences
- Social Policies and Services
- Social Analysis and Local Planning
- Sociology and Advanced Social Research (SeRS)
☐ Social Sciences for Politics, Human Resources, Organisation and Evaluation (PROVa)
☐ Social Sciences for the City, the Environment, Tourism and Intercultural Relations (CATRI)
☐ Planning and Management of Policy and Social Services (ProPolis)
☐ Economic Analysis of International Institutions
☐ Design, Management and Evaluation of Social Services (PROSS)

**PhDs:**
☐ Sociology and Social Sciences
☐ Social Systems, Organization and Analysis of Public Policy
☐ Applied Research for Social Sciences
☐ Social Theory and Research
☐ International Economics and Finance
☐ Economic Statistics
☐ Sessa

This call is not valid for students enrolled in other faculties.

2. Eligible candidates are students enrolled in the following courses who have obtained 12 credits (Bachelors) and 0 credits (Masters).

3. All credits obtained as of the application submitted will be considered, as long as they are acquired through exams and registered on Infostud by May 8, 2017. Moreover, students may integrate this transcript with self-certifications for exams that have still not been recorded on the system (see Art. 4).
Credits completed on Erasmus mobility periods must be certified before the final dissertation is presented and the degree programme completed (for Masters, too).

Students that plan to carry out dissertation research must indicate the topic of the research and obtain approval from their dissertation coordinator at Sapienza and foreign co-coordinator.

Graduates who are on post-degree traineeships are not eligible for Erasmus+ mobility periods.

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;

Moreover, accepted candidates must:
• Submit official documentation (i.e., IELTS, DELF, PLE etc.) certifying language skills if the host university requests such proof. Failure to comply will result in non-eligibility.
• Obtain and submit a linguistic certification of the required level, issued by an adequate structure (faculty or other) in case the host university doesn’t require an official language certification.

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** (language basic 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. The amount of this scholarship integration will be announced after the approval of the 2018 budget.

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/lseeriforma/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, according to the eligibility criteria. Specific information will be provided during the year at: 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, following authorization from the host university.

Students can select a maximum of 2 destinations.

The order of priority indicated in the application will determine mobility locations if a candidate is selected in more than one university.

**Students must pay attention to the language skills required by each host university in order to be able to attend courses.**

**Mobility Levels:**

1 = Undergraduate (Bachelors)
2 = Postgraduate (Masters, Single Cycle)
3 = Doctoral (Specialization School or PhD Research)
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Students should make sure they have the required language skills. The requisites listed here have been indicated by partner universities. Students should inquire about all necessary information on host universities.
4. APPLICATION PROCEDURE

Applications must be completed from April 21 to May 8, 2017 (noon) via the on-line application form available at: http://151.100.101.75/candidatura/login.aspx.

For technical assistance, students may use the Helpdesk form available at: 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: Roberto Fasano – Via Salaria, 113 -00198 Rome – Floor 1 – Room 101.

Candidates must confirm the data provided on the on-line application as follows:

1. by submitting a signed paper copy of the application to the Faculty Erasmus Office by 1:00 pm of March 6, 2017 (Via Salaria, 113, Room 101, First Floor, Office Hours: 9 am – 1 pm) OR
2. by sending a scan of the signed application by e-mail to Roberto.fasano@uniroma1.it by 1 pm March 6, 2017,

Together with the application, students must also submit:

- Photocopy of a valid ID document
- Self-certification of exams taken at university that have not yet been registered on INFOSTUD;
- Self-certification of exams taken abroad that have been validated but not yet been registered on INFOSTUD;
- Original certificate of language skills (not relevant for rankings)

**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 composed by Scientific Manager, an Administrative Manager and a Student intern will evaluate all applications based on the following criteria:

The number of credits divided by the degree year (from enrolment to current status) multiplied by the GPA. The result is divided by 10.

Language skills will be evaluated with a score of 2-10 based on the certificate presented with the application, based on the following criteria:

- Level A1 = 2 points
- Level A2 = 4 points
- Level B1 = 6 points
- Level B2 = 8 points
- Level C1 and above = 10 points
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: [http://www.spsc.uniroma1.it/](http://www.spsc.uniroma1.it/) and by the DiSSE Department: [https://web.uniroma1.it/disse/](https://web.uniroma1.it/disse/)

The ranking will become final if, within ten consecutive days from its publication, no appeals are presented to: Via Salaria, 113, Room 10, First Floor.

The Final Ranking will be published on the faculty website: [http://www.spsc.uniroma1.it/](http://www.spsc.uniroma1.it/) and by the DiSSE Department: [https://web.uniroma1.it/disse/](https://web.uniroma1.it/disse/)

Accepted candidates must declare their acceptance of the mobility period within 5 days.

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. LAs must be approved and signed by the Faculty Academic Responsible for Mobility and by the student and by the destination university to ensure that credit for all exams taken abroad is recognized.

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 students have completed the acceptance procedure for their host university, the commission will establish and communicate the date by which all non-scholarship holders may request the unassigned destinations.

- 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](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](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 Erasmus Coordinator Roberto Fasano, Tel. 04 4991 8451, E-mail: [Roberto.fasano@uniroma1.it](mailto:Roberto.fasano@uniroma1.it) Office Hours: Tuesday 10-12 am

12. END OF PROCEDURE

The Erasmus application procedure will end on May 08, 2017.

The official version of this call is in Italian and will be available starting on May 12, 2017 on the website. The English version is provided as a service to students, but is not valid and may not be used for any legal purposes.
Rome, 21.04.2017

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 for 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.