



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA



**ERASMUS Plus**  
**International credit mobility call 2018 - A. Y. 2019/20**  
**(KA107 – Mobility to non-EU Partner Countries)**  
**PROGRAMME GUIDE AND INFORMATION FOR APPLICANTS**

**INTRODUCTION**

The ERASMUS+ International Credit Mobility Programme is a form of partnership among EU and non-EU Universities aimed at promoting the mobility of students, professors and administration technical personnel.

Please find below all the basic information on the ERASMUS+ International Credit Mobility Programme for the a.y. 2019/2020 (requirements, modes and deadlines for submitting the application, etc.). Therefore, please read the provisions and the instructions outlined below **CAREFULLY**, to take advantage of the individual and professional growth opportunities offered by the University of Modena and Reggio Emilia through the Erasmus experience.

This call for application is **PROVISIONAL AND NOT BINDING**, as it may be subject to changes dictated by the European and National Bodies governing the Programme, as well as by partner Universities.

**TERMS AND CONDITIONS**

Within the ERASMUS+ International Credit Mobility Programme, the University of Modena and Reggio Emilia offers its students the opportunity to spend a mobility period at one of the partner Universities participating in an ICM KA107 project. Students will have the opportunity to attend courses, take exams and use the facilities of the host University - without paying fees to the latter. Furthermore, the activities carried out abroad are recognised by the home university, provided that they have been previously agreed with the professors in charge of the mobility.

**ACCESS REQUIREMENTS**

- The call for application is open to the students of the University of Modena and Reggio Emilia who are properly enrolled in degree programmes, Master's degree programmes, PhDs that are part of the specific project for each Partner Country, as outlined in section COUNTRIES, PARTNER INSTITUTIONS AND TYPE OF MOBILITY of this guide.
- Mobility students will not be entitled to obtain the final qualification study before the completion of the period of study abroad, and subject to the recognition of the activities carried out there.
- Those applicants who have already participated in a mobility programme included in the Lifelong Learning Programme 2007-2013 (Erasmus Studio, Placement or Leonardo da Vinci), Erasmus+ (Study, Traineeship or International Credit Mobility) or Erasmus Mundus, and apply for this call for application during the same study programme are eligible for the selection, **provided that the sum of the mobility months already used and that for which they are applying does not**

**exceed 12 months in total.** The same rule applies to students who have already been selected for a mobility within the Erasmus+ Study, Traineeship, International Credit Mobility or Erasmus Mundus. The traineeship months following the degree are counted within the study programme in which applicants were enrolled at the time of the application. Such information must be compulsorily provided by applicants in Annex 2 of the application.

- During the same period, they must not benefit from any other university/European allowance under other mobility programmes. Therefore, in case they are the winners of another international mobility grant financed by the University for the a.y. 2019/2020, such mobility will be accepted only after the previous one has been completed;

**NOTE:** Students having citizenship in one of the Partner Countries are eligible for the mobility at universities of their home Country, but priority will not be given to them in the selection process. Before confirming the acceptance of the exchange location, they will also need to obtain the approval of the host university.

### **ADMITTED ACTIVITIES**

The following study activities are admitted:

- course attendance and examination test at the end of each course;
- preparation of the thesis. The mobility period aimed exclusively at preparing the thesis must not be longer than six months. In some cases, host Universities accept students preparing their thesis provided that they also take some examinations;
- research activities for PhD students.

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

The University Rules and relevant annexes are available on the university website at the URL <http://www.unimore.it/international/ects.html>. The website also includes the ECTS tables containing the statistical distribution of the examination marks and the final examination marks divided by Department/Faculty - a useful tool for mark conversion.

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

### **TIME AND LENGTH OF THE STAY ABROAD**

The time and length of the stay abroad are defined in the call for applications, based on the agreements signed with the host University. In any case, the mobility period shall be agreed with the host university based on their university calendar.

**Note:** any limitations to the number of months of stay abroad are provided for in the “Access Requirements” section. The length of stay cannot be shorter than 3 actual months.

### **COUNTRIES, PARTNER INSTITUTIONS AND TYPES OF MOBILITY**

- **Hong Kong** – Erasmus Coordinator: Professor Franca Poppi

**No. 6 mobility grants** for a maximum of 5 months and 15 days each at the Hong Kong Polytechnic University.

Applications are open to students properly enrolled in a study programme of the Department of Studies on language and Culture: European Languages and Cultures, Cultural Science, Contemporary History and Cultures, Languages for Communications in International Enterprises and Organizations, Languages Culture and Communication, Anthropology and History of the Contemporary World.

Students properly enrolled in the PhD in Human Science are also eligible to apply.

In the selection process, priority will be given to students enrolled in the PhD course in Humanities and to students enrolled in master's degrees.

**Mobility periods:** 2nd semester (from January 2020 and no later than 31 July 2020)

**Language skills:** English: C1 recommended. Any language certificate issued by international certifying bodies, or university language centres will be considered as merit requirements for scoring points. Language certifications shall be enclosed to the online application.

Applicants will be selected through the evaluation of the academic curriculum and the documents attached to the application with particular attention to any previous experience abroad and to the language skills.

- **Thailand** - Erasmus Coordinator: Professor Cristina Leonelli

**No. 1 3-month mobility grant** at Kasetsart University (Bangkok).

Only students enrolled in the PhD in Industrial and Environmental Engineering can apply.

**Mobility periods:** the period shall be agreed with the partner university and shall be completed by 31/07/2020.

**Language skills:** English B1 proven by international certification or assessed through an interview with the coordinating professor.

## **ERASMUS GRANTS**

### **A. EUROPEAN FUNDING**

It is the European Commission funding, aimed at compensating the mobility additional costs: it is the sum of an individual allowance and a travel allowance.

The individual allowance for students going abroad is 700.00 euro/month, regardless of the Country of destination.

The travel allowance takes into account the distance and is calculated based on the "distance calculator" of the European Commission.

The travel allowance for the return journey amounts to 1,500 euros.

If the mobility period is not a number of full months, the individual allowance shall be calculated by multiplying the number of days of the incomplete month/s by 1/30 of the monthly unit cost (700.00/month → 23.33/day). The length of a month shall be calculated based on a 360-day business year, hence each month will have a 30-day duration regardless of its actual length.

The method of payment of the study grant and the minimum provisions set by the European Commission required to obtain the allowance are provided for in the Financial Agreement for Erasmus+ Mobility that each student signs with the University of Modena and Reggio Emilia within one month of the set date for starting the mobility.

The Erasmus+ International Credit Mobility financing cannot be used together with other European grants resulting from other programmes/initiatives financed by the European Union.

### **B. EUROPEAN COMMUNITY GRANTS FOR STUDENTS WITH SPECIAL NEEDS**

Students with special needs may request an ad hoc grant to the Erasmus+ Indire National Agency for the main expenses strictly connected with their disability status. **Students in such conditions shall apply by choosing a location agreed with the professor coordinating the mobility in order to check the availability in advance, along with any reception conditions at the partner university.** In this case, please contact the International Relations Office or the Contact Person for disability – Mr. Giacomo Guaraldi immediately for further information.

### **C. YOUNG PEOPLE FUND**

The MIUR (Italian Ministry of Education, University and Research) has set up a fund for supporting young people, with the purpose of promoting students' international mobility. The fund is aimed at supplementing the European grant based on the funds available, in accordance with specific rules provided by law and/or resolutions of the Board of Directors of the University, and referring to merit parameters and ISEE/ISEEU declarations (Equivalent Economic Situation Indicator/University Equivalent Economic Situation Indicator).

The International Relations Office shall be responsible for communicating the payment arrangements and assignment criteria.

<b>ISEE</b>	<b>Monthly allowance for integrating the Erasmus plus grant</b>
ISEE ≤ 13,000	€ 400
13,000 < ISEE ≤ 21,000	€ 350
21,000 < ISEE ≤ 26,000	€ 300
26,000 < ISEE ≤ 30,000	€ 250
30,000 < ISEE ≤ 40,000	€ 200
40,000 < ISEE ≤ 50,000	€ 150
ISEE > 50,000	€ 0

**NOTE: Students failing to have at least 1 credit (CFU) recognised shall return the amount received.**

### **INSURANCE**

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. The International Relations Office will issue students who have been assigned the grant all relevant documents.

However, as the mobility is in non-EU Countries, participants will need to have medical insurance. Please note that the University broker, AON S.p.a., offers a health/multiple-risk and personal coverage abroad with insurance premium to be borne by the subscribing subject. For further information please read the policy note at the following link: <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html>

### **THINGS TO DO BEFORE SUBMITTING THE APPLICATION**

PREPARING THE APPLICATION: If you want to apply:

- carefully read this programme guide and information for applicants (“Online application guide”);
- visit the websites of the partner Universities and read the training offer, the language requirements, the enrolment deadlines and the logistic aspects;
- contact the professor in charge of the mobility in order to obtain useful information on the educational aspects;
- organise the linguistic preparation.

### **HOW TO FILL OUT THE FORM AND SUBMIT THE APPLICATION**

Applications shall be submitted exclusively by filling out the online application form available on <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Online application guide” **by 10 June 2019 at 1:30 pm. NO HARD COPY OF THE APPLICATION FORM SHALL BE SUBMITTED.**

NOTE: Before submitting the application, applicants shall get the university login credentials (username and password) to access the online service. Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requirements set in the call for applications shall be discarded. The following documents are an integral part of this call for application: "Online application guide" and Annex 2 (COMPULSORY).

For further information, please contact the International Relations Office - [icm@unimore.it](mailto:icm@unimore.it)

-  
**Modena:** via Università, 4 → Opening hours: Tuesdays and Thursdays from 10:30am to 1pm

Call centre opening hours (059 2058390/6577): Mondays and Wednesdays: 9:30 – 11:30; Tuesday, Thursdays and Fridays: 9.00 – 10.30

### **SELECTION OF APPLICANTS AND PUBLICATION OF RANKINGS**

The selection shall be made by the professor in charge of the mobility, or by a specific Department Commission, which will be also responsible for determining the criteria.

**In any event, students are expected to check the terms and details of the interview with their professors - see teachers' boards and/or Department websites.**

All selection procedures shall be completed before the end of July 2019.

The standard ranking criteria are as follows:

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

Once the selection process is complete, the professor - or the commission - draws up the ranking, which will then be transmitted to the International Relations Office, adequately checked and then published exclusively on the University website: <http://www.unimore.it/bandi/StuLau-gradinternaz.html>, **by 25th July 2019.**

**The International Relations Office will send an email to the institutional e-mail address (@studenti.unimore.it) and to the address provided by students when submitting the application, communicating that the ranking list has been published, and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.**

### **ACCEPTANCE**

Within **3 working days** after the ranking lists are published, students who have been awarded a grant shall e-mail the acceptance form to the International Relations Office [icm@unimore.it](mailto:icm@unimore.it), under penalty of exclusion from the ranking list.

In the acceptance form, students shall indicate the dates planned for their stay abroad and the type of activity (examinations, preparation of the thesis and research activities only for PhD students), taking into account both the recommendations of the professor in charge of the mobility, and the start dates of the courses at the host University. On accepting the grant, students shall also provide a valid IBAN number they are holders or co-holders of, to which the grant will be credited.

### **ASSIGNING THE GRANTS**

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

The assignment of the grant is subject to:

- student acceptance - based on the times and modes described in the acceptance section;
- the acceptance by the host University.

- the signing of the Finance Agreement according to the instructions that will be provided by the International Relations Office;
- the preparation of the Learning Agreement before leaving;
- the obtainment of the visa where required;
- the payment of enrolment fees for the a.y. 2019/2020 (Note: PhD students must be properly enrolled).

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

Please note the following:

- travel, board and lodging expenses shall be borne by the students;
- students shall bear the health insurance expenses. Please note that the University broker, AON S.p.a., offers a health/multiple-risk and personal coverage abroad with insurance premium to be borne by the subscribing subject. For further information please read the policy note at the following link: <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html>
- Erasmus students shall regularly pay the university fees for the a.y. 2019/2020 to the University of Modena and Reggio Emilia;
- PhD students must be properly enrolled;
- non-EU students must have a regular residence permit;
- Erasmus students may also use any study grants financed at a national level;
- selected students may obtain the final qualification at the University of Modena and Reggio Emilia only after completing the period of study abroad.

**PROCEDURES BEFORE LEAVING: IMPORTANT!!**

Students being awarded a grant shall personally organise their stay abroad. To this purpose please do the following:

- visit the website of the assigned University and fill out the forms (*Application form, Accommodation Form, Housing Form, etc.*) required for the enrolment and for using the services and the activities available (accommodation arrangements, language courses, etc.).
- contact the professor of the University of Modena and Reggio Emilia who is in charge of the interchange programme in order to agree the study plan that will be completed abroad (**Learning Agreement**). This document must be previously approved by the partner Universities and is required for the activities carried out abroad to be recognised. The relevant form will be sent by e-mail when the published ranking lists are notified to students. The **Learning Agreement** may be modified within one month after students arrive at the partner University, and provided that any changes are always agreed with the professor in charge of the mobility and with the professor in charge at the host University;
- check in person and well in advance - by contacting the partner University and the relevant authorities (Embassies/Consulates) - the conditions relative to the access and temporary stay in the foreign Country, as well as the times and the procedures to follow.
- Signing the finance agreement: awarded students will be able to leave only after signing the finance agreement governing all the aspects of the mobility. The agreement will be signed in accordance with times and modes that will be communicated by the office.

**EXTENSION**

If the period of study initially assigned is not enough to complete the educational-scientific activity agreed before leaving, an extension of the “Erasmus status” may be requested.

The request shall be submitted on a specific form - which will be made available by the International Relations Office -, authorised by both the Universities and submitted at least one month before the mobility period initially assigned ends.

Please note that if the documents submitted comply with all regulations, the extension of the “Erasmus status” is assigned by office authority for the months requested.

**WITHDRAWALS AND REIMBURSEMENTS**

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

The whole amount of the advanced grant shall also be returned if the period of stay abroad is shorter than 3 full months due to any reasons.

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

Students interrupting their stay - except for force majeure cases - shall return the amount relating to the period of stay that has not been spent abroad, calculated according to the statement of the host institution.

### **MOVING DOWN THE RANKING**

Following the withdrawal of an awarded student, the office will immediately contact the succeeding eligible students in the ranking order, who shall decide quickly whether to accept the interchange.

Eligible students may be contacted only until 31st August 2019 and their leave shall be subject to the acceptance of their application by the partner University.

### **OBLIGATIONS REMINDER**

- **Accepting the Grant:** The acceptance form must be sent within **3 days** after the rankings are published;
- **Enrolment at the host University:** awarded students shall independently get the information required for the enrolment at the host University (please be extremely careful with the language requirements) and send the application form and learning agreement - (please be extremely careful with the enrolment deadlines set by the partner University);
- **Signing the finance Agreement:** the finance agreement shall be signed in accordance with times and means that will be communicated by the International Relations Office;
- **Arriving at the host University:** students shall send an e-mail confirming the date of arrival at the host University and attaching the Learning Agreement signed by the partner University (in case it has not been done already);
- **Before returning home:** students shall get the International Relations/Erasmus Office of the host University to fill out the certificate stating the exact period of study (exact beginning and end date) and issue the certificate reporting the examinations taken (Transcript of records)/certificate of thesis research;
- **When returning home:** students shall hand the documents provided for in the Finance Agreement. Among these, the certificate stating the Duration of the period abroad. Students not providing the Certificate stating the period of study abroad by the set deadline shall return the whole amount received and will not be entitled to receive the supplementary contribution allocated by the University of Modena and Reggio Emilia.
- **Exam validation:** for the validation of the exams taken, students shall provide the certificate of the examinations taken, issued by the host University, handing it to the Administration Office of their Department/Faculty or to the Erasmus contact person.