



## ERASMUS+ PROGRAMME PERIODS OF STUDY IN EUROPE FOR THE 2019/2020 ACADEMIC YEAR

**Application deadline: February, 25<sup>th</sup> 2019 - h: 14.00**

### 1) WHAT IS THE ERASMUS+ PROGRAMME

The Erasmus+ Programme, approved by the European Parliament and the European Union with Regulation (EU) n. 1288/2013, brings together existing EU programmes in the fields of education, training, youth and sport and is set to last until 2020.

The Erasmus+ Programme implements three main Actions: Action 1, “Erasmus”, supports the transnational mobility of students of any study level, through the funding of study experiences in a participating country (course attendance, sitting exams, thesis preparation, research, laboratory and clinical activities). The home University’s competent academic bodies will recognize these mobility activities, provided that the mobility goals are reached.

The minimum duration of the stay abroad is 3 months, and it must take place between June 1<sup>st</sup>, 2019 and September 30<sup>th</sup> 2020, with the maximum duration being 12 months.

The participating Countries are:

- Member States of the European Union: Austria, Belgio, Bulgaria, Cipro, Croazia, Danimarca, Estonia, Finlandia, Francia, Germania, Grecia, Irlanda, Lettonia, Lituania, Lussemburgo, Malta, Paesi Bassi, Polonia, Portogallo, Regno Unito, Repubblica Ceca, Romania, Slovacchia, Slovenia, Spagna, Svezia e Ungheria;
- As well as: Iceland, Liechtenstein, Norway, Republic of Macedonia, Turkey and, starting from 2019, Serbia.

This Call will also assign study mobility periods towards the Swiss Confederation within the bilateral agreements stipulated with Swiss Universities in the framework of the Programme **SEMP- Swiss European Mobility Programme**.



During their stay abroad, students are registered at the host university but they will not be required to pay any University fees nor contributions to their host university (with the only exception of optional contributions not related to the enrolment). Be advised that students must pay their university fees and contributions to the University of Milan for the academic year 2019/2020.

The University of Milan offers its students the opportunity to study in more than 400 European universities, in accordance with the procedures indicated in the annexe A.

## 2) ELIGIBLE CANDIDATES

All the students of the University of Milan regularly enrolled in a Bachelor's degree, Master's degree or a single-cycle degree are eligible to apply, in compliance with the agreements put in place with the foreign universities and under condition that they are not *fuori corso* students for more than one year at the moment they submit their application. In addition, part-time students are eligible as far as they comply with the Erasmus+ programme's regulations.

Students enrolled in Doctoral programmes and in Specialization schools can also apply if the agreements foresee this possibility.

In order to be able to carry out the Erasmus+ mobility programme, it is essential that students are, at the departure moment, **regularly enrolled in a degree programme at the University of Milan for the academic year 2019/2020** and that this condition is kept throughout the entire mobility.

Those who want to spend their Erasmus stay during the first year of their Master's degree programme can start their mobility only after their enrolment to the a.y. 2019-2020. Pre-matriculation is not valid. In case the enrolment is completed after the beginning of the 2019-2020 first semester abroad, the mobility will be necessarily postponed to the second semester of the a.y. 2019-2020 even if it would mean shortening the length of the assigned period.

European citizens can apply for their Erasmus+ stay in their Country of origin: be advised that, should the final ranking score be equal to that of another applicant for the same destination, priority will be given to non-native candidates.



Students can participate in the Erasmus+ Programme more than once during their study cycle, provided that the maximum duration of the mobility as a whole does not exceed 12 months per cycle (24 months for single-cycle study programmes), including both study mobility and traineeship mobility.

We inform that for some study courses, students can participate in the selection only if they fulfil specific career requirements such as the enrolment year, the number of acquired CFU, the number of exams and/or fundamental exams passed or not; for this reason, we invite the students to read the requirements specified in Annexe A carefully.

### 3) HOW TO PREPARE THE STUDY PROGRAMME AND ACCREDITATION PROCEDURES

In accordance with the University's current regulations and the Guidelines defined by the Academic Senate, the student will have the activities undertaken abroad accredited as they are defined in the Learning Agreement. The Learning Agreement is the official document signed by the student, the home university and the host university and it shows the educational choices operated in relation to the student's Course of study. The number of credits to achieve abroad indicated in the Learning Agreement must correspond approximately to the number of credits the student would achieve at the University of Milan for the same period, and specifically: 60 credits for a full year, 30 credits for six months and 20 credits for three months. According to the above-mentioned Guidelines, an Erasmus student should achieve at least 70% of the credits indicated in the final version of their approved Learning Agreement. At the end of the stay abroad, students are required to update their career, by starting the accreditation procedures for all the credits obtained abroad. Further information about how to draft a Learning Agreement and about accreditation procedures are available at the following link: <http://www.unimi.it/ENG/relations/94051.htm> .

During the informative meetings scheduled for each Course of study students will receive additional information about the rules and procedures mentioned above (please read the page <http://www.unimi.it/ENG/relations/94161.htm>).

**Candidates must submit a learning agreement proposal for each chosen host university, writing the activities they wish to undertake abroad in compliance with the goals and the didactic contents of their Course of study and with their study plan. The learning agreement proposal must also include candidates' personal motivations to pursue the Erasmus+ programme, the reasons**



why they chose those specific destinations, and any other elements that may be relevant for their selection. The learning agreement proposal, filled in as described, must be elaborated according to the format hereby attached (**Form 1**); this document will provide the selecting Commission with useful elements to assess the candidate's maturity and it could become the definitive Learning Agreement selected students will be asked to submit at a later stage.

In order to make an informed choice regarding destinations, students have to check the academic offer of foreign Universities indicated in the Annexe A for each Course of study and verify any specific requirements (language knowledge, entry conditions, conditions to access the courses etc.) set by each host university. For this aim, students are advised to consult partner universities' websites, through the page <http://www.unimi.it/ENG/relations/94043.htm>.

#### 4) LANGUAGE COMPETENCES

**Each candidate must prove at least an A2 level in the working/studying language used at the chosen University/ies.**

Language requirements will be ascertained according to the Common European Framework of Reference for Language (CEFR - <https://www.coe.int/en/web/language-policy/home> )

To know which working language is used in the chosen University, candidates should visit the Universities' websites and check their academic offer.

If learning activities in the chosen Universities are carried out in two languages (the Country's official language and English/another widespread European language), the required linguistic competences can refer to the latter.

**In order to learn how each study area requires students to certify their language knowledge, applicants should read carefully the information included in Annexe A below.**

According to the **specific area of study they belong to**, candidates must attach to the online application form one of the following (further information here:

<http://www.unimi.it/ENG/relations/94047.htm>):

- 1) **official language certification** included among those officially recognized by the University of Milan (full list at the following page <http://www.unimi.it/studenti/102967.htm> under "Certificazioni Linguistiche riconosciute dall'Ateneo");
- 2) a **language certificate** obtained through the **SLAM** (the University of Milan's linguistic Centre), at least of A2 level.



- 3) a self-declaration of language competences, if your language skills must be verified during the interview. In this case, language competences will be assessed by an interview with the selecting Commission; to produce a self-declaration, it is compulsory to use **Form 2** attached to this Call;

If students do not hold such certifications, the University offers the possibility to test language skills only in relation to some languages and levels through SLAM. For further information please visit: <http://www.unimi.it/ENG/student/107869.htm>

Students who wish to test their language skills through SLAM must achieve their certificate by 25 February 2019. We invite these students to book one of the available sessions by filling in the form available at <http://www.unimi.it/ENG/rerelations/94047.htm>.

We inform that any declarations written by teachers or University professors will not be considered as valid for the aims of this Call. Likewise, credits obtained by passing language exams not managed by the SLAM will not be considered valid.

Students who had already passed the SLAM's Placement Test for English or a SLAM's linguistic competences test, can contact the SLAM through **Infostudenti** service and request the language certification to be released on the basis of the previous test.

As far as English is concerned, students enrolled in a Master's degree programme taught in English or attending curricula in English are exempt from proving the minimum language requirement. These students will have to self-declare their language knowledge by using Form 2.

Foreign Universities may require language competences higher than A2. For this reason, we invite students to read carefully what is stated for each University in Annexe A and to check the requirements directly on host Universities' official websites.

## 5) APPLICATION PROCEDURES AND DEADLINES

Erasmus+ applications can be submitted online until **February 25<sup>th</sup> 2019 at 14:00**, by accessing the page <http://www.unimi.it/ENG/rerelations/94129.htm>

Students, within the options offered by their own course of study, can choose a maximum of three destinations, **in accordance with their linguistic competences.**



To complete the online application, the student must upload the following required documents:

- 1) photocopy of a valid **identity document** (JPEG, BMP, or PNG file - max. 2MB) - mandatory attachment;
- 2) **curriculum vitae** drafted preferably by using the template available at the page <http://www.unimi.it/ENG/relations/94045.htm> (PDF file - maximum dimension 5MB) - mandatory attachment;
- 3) **learning agreement proposal** as explicated at point 3 of this Call (**Form 1**- PDF file maximum dimension 10MB) - mandatory attachment;
- 4) **document assessing the linguistic competences** necessary for the chosen destination (to be uploaded in a single PDF file, maximum dimension 10MB); information on how to prove linguistic competences is available at point 4 of this Call - mandatory attachment;
- 5) **any optional documentation** considered useful to support the application - (single PDF file - maximum dimension 5MB) - optional attachment.

Moreover, students enrolled in a Master's Degree programme who undertook their undergraduate studies at a different Italian or foreign University, have to self-certify their Bachelor's degree and submit the transcript of records or self-declaration of passed exams. This documentation can be uploaded as "optional documentation", as specified in point no. 5) above. During the online procedure, these students will also be asked to declare their exams' GPA at the end of their Bachelor's studies (to be expressed in thirtieths).

Candidates must gather all the above-mentioned documents in the required format before they start submitting their application.

**Those who are about to enroll in a Master's Degree programme of the University of Milan, specializing students and PhD students who do not have access to the online procedure, can apply by handing in a papery application together with all the required documents as specified above.**

We invite these students to contact the International Mobility Office in Via Festa del Perdono 7, Milan, e-mail: [mobility.out@unimi.it](mailto:mobility.out@unimi.it) to get further information about the procedure.

## 6. SELECTION PROCEDURES

Candidates are selected by special Commissions through a public selection procedure. The purpose of the selection process is to evaluate the candidates' proposed study programme abroad, their



curriculum vitae, their personal motivations and their knowledge of the foreign language when not proved by a certification/SLAM certificate.

After the deadline for applications, each commission gathers to evaluate candidatures and to interview the candidates on the established dates. Selection interviews' dates and venues will be published at least 10 days beforehand on the University website at: <http://www.unimi.it/ENG/relations/94045.htm> .

For students enrolled in Bachelor's, Master's and single-cycle degree programmes, career evaluation will be based on an index score, the so-called "*Indicatore Erasmus*" which takes into account, with reference to the enrolment year, of the exams' grade point average and the credits earned. The "*Indicatore Erasmus*" varies between a range of 1 and 15 points. To calculate the Erasmus Index, the system will consider all exams students passed by January 25 2019 already registered in the SIFA system.

For those students who are waiting to enroll in a Master's Degree programme and come from another Italian or foreign University, for specializing students and PhD students who can't be allocated an "Indicatore Erasmus", it will be up to the selection Committee to evaluate their previous academic career on the basis of the documents applicants will attach during their application.

**It is mandatory for each candidate to undergo an interview with the selection Committee.** During the interview, the Committee will evaluate the learning agreement proposal, personal motivations and - only when foreseen - language knowledge. At the end of the selection interview, the Committee will assign up to 15 more points, according to the criteria specified for each Area of study in the **Attachment A**.

Selection criteria are the following:

- 1) evaluation of the **learning agreement proposal** and candidate's motivations;
- 2) evaluation of the **curriculum vitae** and of the previous career path in case the "Indicatore Erasmus" cannot be calculated;



3) evaluation of **language skills** (to be assessed during the interview when foreseen) as specified in paragraph 4)

Candidates will be considered eligible for the chosen destination/s, if they will obtain at least 1 point for each of the above-listed criteria, for a total minimum amount of 3/15. Should the student not obtain the minimum required score, he/she will be excluded from selection, no matter the score obtained through the “Indicatore Erasmus”.

A ranking list for each university destination will be created according to the scores assigned to points 1), 2) and 3) plus the “Indicatore Erasmus”.

The Committee will award students their assigned University, according to the criteria defined for each Area of study in the Annexe A.

Always in compliance with the specific requirements of each Area of study, as indicated in Annexe A, the Committee could assign any residual available places to suitable students selected among all the eligible students who were not assigned any destinations.

The selection’s results will be published approximately **by the end of April 2019** at the following page: <http://www.unimi.it/ENG/relations/94131.htm>.

After the selection outcomes are published, any selected students who wish to turn down their offer must notify their decision **within 5 days from the ranking release at the latest.**

If students accept the offer, they will have to:

- **draft their online Learning Agreement** in order to define the exact study programme to follow abroad; this programme must be agreed upon in advance with their Erasmus Coordinator/Responsible professors. For further details please read <http://www.unimi.it/ENG/relations/94159.htm>
- **undersign the mobility contract** which sets the conditions under which the mobility grant is awarded. Details about how to fill out the contract will be notified at a later stage;





Moreover, the student must fulfil any administrative requirements established by the host institution (application form, linguistic certificates and any other required documentation). Once the University of Milan notifies selected students' names to the receiving Institution, the student has the duty to get all necessary information about the administrative requirements and deadlines set by host institutions.

## 7. ERASMUS MOBILITY GRANTS

Students selected within the Erasmus+ Programme will receive a study grant funded by the European Union.

Students who will spend a period abroad within the Mobility Programme towards Switzerland- **Swiss European Mobility Programme** - will receive a subsidy provided directly from Swiss Universities, according to the amounts established by the competent Swiss authorities. Information is available on host Institutions websites.

The ERASMUS+ grants are merely intended as contributions to support extra costs of abroad mobility, such as travel expenses and possible higher living costs in the host country, and they are not intended to cover the full costs of studying abroad.

The Erasmus+ National Agency decides upon the monthly amount of EU grant: usually it is assigned according to the cost of living in the host country.

According to the national rules attached to the Erasmus+ 2019 Guide, the amounts for the chosen destinations are as follows:

Monthly Erasmus Grant	Chosen destination
Euro 300,00	Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Sweden, The United Kingdom, Norway



<b>Euro 250,00</b>	Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, France, Former Yugoslav Republic of Macedonia, Germany, Greece, Hungary, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey
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Any changes in the national rules, with reference to the above Table, will be notified in due time.

We inform that the number of months foreseen for each destination is only approximate and it reflects what indicated in the bilateral agreements stipulated with host Universities, according to which the University calculates the grant amount. The final amount of the grant depends on the actual mobility period spent abroad.

The monthly amount set for each destination must be multiplied for the number of months fully spent abroad. In case of partial months, the amount is calculated by multiplying the number of days by 1/30 of the monthly cost per unit, according to the calculation made through the European Commission platform.

Erasmus+ winners are not allowed to receive at the same time any other grant financed by the European Union.

We inform that grants will be awarded within the limits of the financial resources that the University will receive from the Erasmus+ National Agency on behalf of the European Commission and that the final amount of these resources for 2019/2020 has not yet been divulged yet.

If European funds are not enough to cover all the assigned mobility periods, it will be the University's task to notify students in due time about the criteria it will follow in order to assign the grants.



## 8. SUPPLEMENTARY CONTRIBUTIONS FINANCED BY MIUR AND BY THE UNIVERSITY

Due to the modest amount of the ERASMUS+ grant, and in order to encourage participation to the Programme by students with lower incomes, the amount of the mobility grant may be integrated for the latter. The University's Board of Directors defines the amount and the allocation criteria of additional grants on a yearly basis.

The income position of each Erasmus+ applicant will be determined according to the ISEE certification already submitted by the student to benefit from the second instalment's reduction and other University benefits. The office specifies that it will consider each income condition as it results from the latest available ISEE certification.

For information purposes only, the office specifies down below the rules for awarding the additional contribution adopted during the a.y. 2018-2019 for students who spent a mobility abroad within the Erasmus+ Programme and the Swiss Mobility Programme.

ISEE thresholds	Monthly amounts
1 - ISEE $\leq$ 13.000	Euro 400,00
2 - 13.000 < ISEE $\leq$ 21.000	Euro 350,00
3 - 21.000 < ISEE $\leq$ 26.000	Euro 300,00
4 - 26.000 < ISEE $\leq$ 30.000	Euro 250,00
5 - 30.000 < ISEE $\leq$ 40.000	Euro 200,00
6 - 40.000 < ISEE $\leq$ 50.000	Euro 150,00
7 - ISEE > 50.000	Euro 0

The Administrative Board of the University will approve by Decree the 2019-2020 criteria and the amounts to award to selected Erasmus+ students for additional contributions.

We highlight that supplementary contributions cannot be assigned to students who will spend their Erasmus period as enrolled *fuori corso* for more than one year and that it will be provided **under condition** that the student will obtain the credit points foreseen by the Learning Agreement during



their stay abroad.

Students exempt, for any reasons, from the payment of enrolment fees or who do not normally need any “ISEE- Università” certification are invited, if selected, to request this certification in case they reckon that their family’s economic situation is such to be able to benefit from the additional Erasmus contribution (for ISEE value  $\leq$  50.000).

### 9) FOREIGN LANGUAGE COURSES

In order to help selected students achieve a good level of language proficiency before and during their period of study abroad, the European Commission organises (through the Online Linguistic Support-OLS) online language courses for those students who, on the base of language tests, appear to have inadequate knowledge of the language of the destination country. The courses are available for the following languages: English, German, French, Spanish, Dutch, Portuguese, Czech, Swedish, Danish, Greek, Polish, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish.

With the same aim of enhancing selected students’ language preparation, the University of Milan organises free intensive language courses every year (English, French, Spanish, German and Portuguese).

### 10. DISABLED STUDENTS

In order to encourage a wider participation of students with disabilities, the Erasmus+ Italian National Agency may assign an additional grant to support these students and help them face the greater costs they could meet during their stay abroad. The Office for the International Mobility and international Promotion will inform the selected students in due time on how to submit their request for this supplementary grant, it will collect the candidatures and will forward them to the National Agency.

### 11. PROCESSING OF PERSONAL DATA

Pursuant to Regulation 2016/679 (EU) “RPGD” and to the D. Lgs. n. 196/2003 and ss..mm.ii, regarding the protection of personal data, the University commits to respect the confidential nature of the



UNIVERSITÀ DEGLI STUDI DI MILANO



Erasmus+

information provided by applicants: all the details provided will be processed exclusively for the purposes related to and instrumental in the selection and in the management of the relationship with the University, in compliance with current regulations. Information about the fulfilment of the legislation regarding personal data are available on the University website: <http://www.unimi.it/ateneo/73613.htm> (www.unimi.it >Ateneo >Privacy)

- ANNEXE A follows

Milan, 25 January 2019

THE RECTOR  
(ELIO FRANZINI)