



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

29275-LA-1-2014-1-IT-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

29275-IC-1-2007-1-IT-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	999995796
Full legal name (official name in latin characters)	UNIVERSITÀ DEGLI STUDI DI MILANO
Full legal name (English name)	UNIVERSITY OF MILAN
Acronym	UNIMI
Erasmus code (e.g. F PARIS33) - if available	I MILANO01
Address (N°, street, avenue, etc.)	7, VIA FESTA DEL PERDONO
Country	Italia
Region	Lombardia
Post code	20122
City	MILANO
Website	http://www.unimi.it

A.2. Legal Representative

Title	Prof.
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Country	IT, Italia
Post code	20122
City	MILANO

A.3. Coordinator

Title	DOTT.SSA
Gender	Female
First Name	ANNA MARIA

Family Name	DE GAETANO
Department	AREA AFFARI ISTITUZIONALI, INTERNAZIONALI E FORMAZIONE
Position	HEAD OF SECTION
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Address (n°, street, avenue, etc)	7, VIA FESTA DEL PERDONO
Country	IT, Italia
Post code	20122
City	MILANO

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	0.0
1st Cycle:	37196.0
2nd Cycle:	23644.0
3rd Cycle:	3026.0

Number of staff (Equivalent full-time)

Teaching:	2180.0
Administrative:	1928.0

Number of degree courses on offer

Short cycle:	0.0
1st Cycle:	91.0
2nd Cycle:	65.0
3rd Cycle:	112.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	657.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	9.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	39.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	387.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	29.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	583.0
Number of foreign students, if applicable: non-participating countries	2080.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	27.0
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Number of international students, involved in double/multiple/joint degrees

39.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

63.0

Number of incoming academic staff from participating countries

41.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

1040.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

38.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

58.0

Total number of consortium agreements for double/multiple/joint degrees:

18.0

Of these, percentage of the consortium involving non-participating countries

35.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

5.0

Number of projects as partner:

8.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

10.0

Number of staff at the Faculty/School/Department Level:

20.0

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

In UNIMI a structured organization manages international mobility. An office operating at central level (www.unimi.it/studenti/875.htm) interacts with structures at departmental level planning and advertising calls for mobility, carrying out student selection procedures, tutoring incoming students, advertising and updating all relevant information for the mobility period and on all procedures to be followed. Students' enrolment is managed online, as well as their careers that are registered in the University IT systems; they are allowed to access all online services that are available for registered students (www.unimi.it/studenti/servizi_online.htm). UNIMI furthermore support economically disadvantaged students (thanks to the implementation since the beginning of Ministerial Decree n. 198 of 23/10/2003). The International Relations Office, in cooperation with the Accounting and Academic Mobility Reimbursement offices, manages funding for mobility and defines their allocation.

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

Guidelines for the recognition, through the ECTS system, of activities carried out by mobile students (www.unimi.it/studenti/llp/44215.htm) are in use. The student, before leaving, must define in the Learning Agreement activities to be carried out abroad for a number of credits equal to those obtainable in the same period in Milan (academic year 60 credits, semester 30 and quarter 20) and certified in the Transcript of Records. A deviation of 30% from those provisions is admitted. The accreditation process requires the student to present an application with attached the Transcript of Records and study plan to the professor in charge or to the secretariat of its study course. The Academic Board validates the student's activities and transmit them to the relevant office for insertion in the student career. A system based on correlation of votes assigned for groups of related courses is in use. The system will be revised on the basis of the outcomes of EGRACONS project.

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

The academic offer is published online on a constantly updated website allowing students to access each single study course finding a description of it, subjects taught, the professor in charge, the program and the bibliography (www.unimi.it/ateneo/55873.htm). In addition all courses are inserted in the annual course catalogue (www.unimi.it/didattica/614.htm) that is constantly updated. All courses are taught in Italian with some English modules; 3 degrees courses are fully taught in English.

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

Inter-institutional mobility agreements with EU/non-EU partners originate from the Department Board's proposal after the check of specific conditions in consultation with relevant administrative offices: consistency of educational aims of the study courses, quality of foreign study program, congruency of duration of stay abroad, compatibility of selection criteria for nomination of student/teaching staff, indication of linguistic proficiency level, identification of academic coordinators in the 2 institutions, definition of dates for nomination/acceptance of mobility students, definition of date limits for issuing the Transcript of Records. Same conditions for placement mobility. Agreements are monitored by coordinators in cooperation with their colleagues aiming at verifying academic progress of students in mobility and discussing changes. Coordinators at the expiry of the agreement analyze results of the mobility and propose changes. (<http://www.unimi.it/ENG/relations/29611.htm>).

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

The linguistic (www.unimi.it/studenti/llp/1695.htm) and cultural preparation is a support measure to which a role of primary importance is given. Free intensive language courses are organized in English, French, German and Spanish for a period of 2 weeks with a daily commitment of 6 hours (60 hours for each course). Two levels (beginners and intermediate) are foreseen for each course and the organization of the courses is possible thanks to the collaboration of professors and mother tongue linguistic experts who operates with the various linguistic departments. The courses are financed by UNIMI that in part take advantage of the EU funds for Erasmus. Linguistic competencies in less used languages are ensured every year according to needs.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.



Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.



C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.



Integrate incoming mobile participants into the Institution's everyday life.



Have in place appropriate mentoring and support arrangements for mobile participants.



Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

UNIMI offer diversified assistance and orientation to different groups of outgoing and incoming mobility students (e.g. www.unimi.it/ENG/relations/31230.htm; www.unimi.it/cataloghi/socrates/EMEA_students_guide_Unimi-updated.pdf). A tutoring service more oriented to didactic purposes is offered by the teaching staff. A counseling service is also available to student (www.cosp.unimi.it/matricole_iscritti/1913.htm), while a Disability Service provides assistance to students in need protecting their rights (www.unimi.it/studenti/42018.htm). A local section of the ESN International Network is hosted in UNIMI supporting foreign students and facilitating their territorial integration through a buddy system (www.unimi.it/ENG/58612.htm).

Provide appropriate linguistic support to incoming mobile participants.



Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

Free Italian language courses of 10 weeks (6 hours per week) are offered to incoming students (www.unimi.it/studenti/foreign_students/1212.htm). The courses, financed by UNIMI that in part take advantage of the EU funds for Erasmus, are structured on the basis of language knowledge and held at the beginning of the 2 semesters. The courses are organised by the University center specialized in Italian language courses for foreigners and in training Italian foreign professors (www.calcif.unimi.it).

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.



Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.



Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

Mobility recognition is regulated (www.unimi.it/studenti/llp/44215.htm). Students within 6 months after the end of the stay must submit to the Secretariat of their study course an application containing the Transcript of Records (TR) verified by the competent office and the study plan. Activities are recognized by the Academic Boards with specific deliberation defining the vote for each exam through a comparison between the ECTS voting scale of the study course and the one of the host institution. Successful students (at least 70% of the credits) receive incentives in extra points (1 - 3) in their final grade. Same procedures for placement mobility. Diploma Supplement is issued inclusive of mobility credits (www.unimi.it/studenti/53599.htm)

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Staff mobility, reserved generally to administrative staff, is recognized as central element for the career development and as opportunity to develop cooperation between international institutions and UNIMI. Each year call for proposals are issued to offer the opportunity to carry on mobility abroad providing information on participation requisites. Call for proposals are published on UNIMI website and notification is sent via e-mail to all the staff. A Commission examines the received applications allocating available seats on the basis of appropriateness of proposed training program, its relevance to the career development, personal motivation, linguistic competence and impact of the experience on the work context of the candidate.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

A Commission of 1 referee for each department coordinated by the Rector's Delegate for Internationalization of academic courses and the one for Internationalization of Erasmus mobility, with administrative support from the International Relation Office (IRO), defines strategies to develop the international vocation of UNIMI. Departmental referees promote the activation of those strategies in their department coordinating the participation of staff and students to the initiatives. IRO provides administrative support and assistance to teaching staff in the definition of new agreements, management and financial reporting, organization of student/teaching mobility. UNIMI incentive participation of staff and students making resources available.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

Erasmus Policy Statement (Overall Strategy)

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

UNIMI has for years put internationalization at the core of its purposes focusing its international strategy on excellence in education and research and the quality of learning and research results. To this end it operates also within European university partnerships having same purposes, as the League of European Research Universities (LERU) - a 21 European leading research-intensive universities association aimed at high-quality teaching within a research environment - of which UNIMI is one of the founders and sole Italian partner. This cooperation has generated studies and publications on the quality and features of II level university courses in Europe and led to the definition of shared guidelines for the establishment of joint masters and doctorates (www.leru.org).

A multidisciplinary university with competencies covering nearly all fields UNIMI enact international cooperation policies addressed to all its academic programs with a focus on advanced level courses. It operates within the framework of bilateral projects and international networks whose purpose is to promote academic cooperation throughout Europe and worldwide mainly on certain areas for their scientific potential (Brazil, China, India, Russia) or for their interest as study and research targets (Central Asia, South America) as well as for their development needs (North Africa, West and Central Africa, Horn of Africa, South America). UNIMI then does not neglect cooperation with the neighbors Balkans' universities. In line with the EU directives, that UNIMI has adhered from the beginning taking part in all EC programs till the current LLP with over 1000 bilateral agreements, the University prefers working in synergy with a multitude of actors seeking among European partners those sharing a same vision with the aim of developing joint strategies to promote European education and research policies. In this framework, (e.g.) it's member of the Europe China Research Centre at Beijing University (<http://a0020.srv.lu.se/info/pkueuc>) and of the Association of Europe India Study Centres (www.unimi.it/cataloghi/socrates/Memorandum_EAISC.pdf), aiming at fostering cultural and scientific exchanges, mobility of staff and students and the development of joint teaching and research activities. Within such initiatives, 2 Erasmus Mundus A2 (EMEA and IBIES) have been developed with China, India and South East Asia. UNIMI has established lasting relations with Russia also with its coordination of TEMPUS mobility and structural measures projects having as objectives the harmonization of curricula (Tuning). This experience is continuing with the participation in a new Tempus Tuning in Central Asia wherein UNIMI is strengthening its presence through a project in environmental health gathering leading universities and research centres therein. UNIMI has promoted a Russian and Italian Universities Forum due to a long experience of study and research in the country and is home to a Russia Center promoting Russian language, literature and art in cooperation with Russkij Mir Foundation. Environmental health, biotechnology, food protection, fundamental sciences and linguistic studies are some fields the University promotes in the Balkans area wherein it has coordinated and participated in some TEMPUS projects (www.unimi.it/ateneo/formint/1727.htm) and is now a partner of an Erasmus Mundus A2 (SIGMA). In the same fields and in the fields of agronomy, medicine, science and technology, cultural studies, linguistic, socio-political and legal studies, it is making exchanges with Brazil and Latin America. In addition to numerous bilateral agreements with Latin and Central America, it has participated in Alfa and Alban cooperation programs launched in those areas and in recent years is partner in 2 Erasmus Mundus A2 (LOT 20b and MUNDUS17). To facilitate young researchers mobility the University has joined since its launch in the EURAXESS Network. It takes part in governmental and intergovernmental initiatives promoting higher education abroad such as "Science without Borders" (www.cienciasemfronteiras.it/en), for young Brazilians mobility to Europe, and "Marco Polo" for Chinese students enrollment at Italian universities. Relations with China are fostered through a Confucius Institute. Thanks to its Center for the Promotion of Italian language and culture, UNIMI organizes linguistic training for students and teachers, also from other universities. UNIMI is committed to the development of II and III cycle double, multiple and joint degree with EU/non-EU partners that have even been funded by the EU (EMA1 ALGANT, ALGANT DOC), the internationalization procedures for such courses are abiding by the Bologna Process' principles. UNIMI's international masters and doctorates are activated with partner universities offering study courses of same level in the same subject area, with educational programs to be harmonized and integrated, having as main objective learning outcomes.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

UNIMI will operate in the new Program taking advantage of the expertise achieved during the many years of management of European cooperation and mobility programs. According to its internationalization strategies it will make agreements with EU/non-EU partners relying on well-established procedures. Unimi will enact the Bologna Process provisions for the implementation of mobility and strengthen its cooperation strategy with non-EU universities by assessing study plans and learning outcomes, academic credits and grades convergence to ensure full recognition of study periods abroad. It will strengthen its collaboration strategies networking with other universities, the business community and institutional actors, opening the participation of other EU/non-EU institutions in the many partnerships it has developed with national and international institutions and the work market. Building on the experience in the field of education it has gained through the collaboration with the business sector abroad, it will reinforce the participation of industrial representatives in teaching activities and in the definition of degree courses. The neighborhood and third countries cooperation will be organized within university networks with the help of local actors and NGOs with which UNIMI operates in several European projects developed in those areas. The knowledge of such environments and of their socio-economic and political systems summed up to the expertise gained working in partnership, has brought about UNIMI departmental pools of experts and professionals able to execute collaborations with partners efficiently and effectively. UNIMI will continue to give its own contribution in seeking best practices and new methods for training. In particular, the creation of joint courses will parallel with the participation of UNIMI experts in international initiatives for the harmonization of curricula to overcome the differences still existing in EU/non-EU higher education systems.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

By participating in the Program, UNIMI wants to achieve the following objectives of modernization:

- 1) through cutting-edge research produce results transferable into innovative training models so as to meet the needs of the changing society and increase the quality and number of graduates and researchers to contribute to the Italian and European competitiveness; strengthen the links already in place with the upper secondary school to allow young people make a more informed selection of university courses and contribute to the lifelong training of school teaching staff; increase the number of students who enroll in university courses in the fields of sciences and life sciences through a dedicated approach involving laboratory training with the European educational institutions already in place for upper secondary students;
- 2) improve the quality and relevance of higher education cooperating in European universities networks to develop best practices for the harmonization of studies, the full recognition of training abroad, the creation of common models of doctoral training (in this context UNIMI will more actively participate in LERU work);
- 3) enhance quality through mobility and cooperation with third countries in the framework of the several international agreements in place; deepen the knowledge of the higher education systems of other countries in order to improve the integration of study courses and come to a more perfect comparability of the results of the mobility abroad; strengthen the exchange of information with third countries, also through the already in place exchange of administrative staff, in order to facilitate the convergence of academic and administrative management systems; contribute to the dissemination of innovative solutions developed within cooperation projects aimed at solving structural problems in target countries;
- 4) connect the world of education, research and business through enhanced participation in: a) consortia of universities and research institutes of excellence for the training of II level qualified students (experience in Europe, China, Brazil) b) participation in industry - academia consortia (experiences in Europe) for industrial training and for the involvement of the business sector in the university training; encourage existing collaborations with regional and local authorities, trade and professional associations to identify solutions for the promotion of internationalization;
- 5) improve UNIMI procedures and administrative management and increase the resources made available in the Program; improve welcome structures for the reception of mobility students, researchers and teaching staff, with particular attention to disadvantaged groups; seek solutions for fund raising from national and international authorities and foreign and Italian public and private bodies and foundations.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Milano

Name:

Date (dd/mm/yyyy):

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution