



**ERASMUS+ PROGRAMME
STUDY IN EUROPE FOR THE ACADEMIC YEAR 2022/2023**

APPLICATION WINDOW:

FROM THE 10TH TO THE 25TH OF FEBRUARY 2022, AT 13:00 (1 PM)

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ANNEXE A

1. WHAT IS THE ERASMUS+ PROGRAMME

The Erasmus+ Mobility Programme for Study supports the transnational mobility of students by funding study-abroad experiences (courses, exams, thesis research, and research, laboratory and clinical activities) recognized by the student's Home University, provided that positive outcomes are reached. The relevant academic bodies are responsible for awarding transfer credits.

The Study abroad period may last from 2 to 12 months, over the period 1 July 2022 to 31 October 2023.

The countries participating in the programme are:

- The Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden;
- As well as: Iceland, Liechtenstein, Norway, Republic of Macedonia, Serbia, Turkey.



Moreover, this call for applications covers also study in the Swiss Confederation.

Students abroad will be registered with the Host University, which will not require them to pay any tuition fees (with the exception of any fees that are not enrolment-related). It is understood that students shall pay the University of Milan's tuition fees for the relevant academic year (2022/2023 for students selected under this call for applications).

The University of Milan offers its students the opportunity to study at approximately 400 European universities, as set forth in Annexe A hereto. Available campuses include Sorbonne Université, Charles University, Universität Heidelberg, the University of Copenhagen and the University of Warsaw, which are members of the 4EU+ Alliance, together with the University of Milan.

2. WHO CAN APPLY

The following students can apply, depending on the agreements established with the partner universities:

- All students of the University of Milan who are regularly enrolled in Bachelor's, Master's and single-cycle Master's degree programmes, provided that they are not off track for more than one year at the time of application. Part-time students may apply in compliance with Erasmus+ regulations;
- Doctoral and postgraduate students, when the agreements provide for study-abroad opportunities intended or reserved for such students;
- Students who are waiting to enrol in a Master's degree, either coming from the University of Milan or any other Italian or foreign university, as well as students enrolled in single courses. These students are allowed to submit their application for the destinations open to the degree they will enrol in 2022/2023.

All students must be **enrolled in a study programme of the University for the academic year 2022/2023** upon departure, and maintain this status during their period abroad.

Those who intend to undertake Erasmus+ study abroad during the first year of their Master's degree programme may start their stay only upon enrolment for the academic year 2022/2023. Pre-enrolment is not valid for this purpose. If enrolment in the Master's degree programme is completed at a time when the first semester of the 2022/2023 academic year abroad has already begun, the stay shall be postponed to the second semester of 2022/2023, even if this results in a shorter period as opposed to the number of months offered under the call.

European students are allowed to undertake the Erasmus+ mobility in their home country. However, in case of a tie for places for the destinations available to that country, students from elsewhere will be given priority.

Students may participate in the Erasmus+ programme several times during each study cycle, provided that the overall duration of the mobility periods does not exceed 12



months per cycle or 24 months for single-cycle programmes. The 12/24 months cap includes both study and traineeship mobility.

Please note that **for some study programmes the application for the Erasmus+ programme is subject to academic requirements** (e.g. any thresholds in terms of year of enrolment, number of credits, failed exams/fundamental exams). **Students are invited to pay attention to Annexe A, which is an integral part of the present Call, for further academic requirements.**

3. LEARNING AGREEMENT AND CREDITS RECOGNITION

Based on the current University's regulation and Academic Senate's Guidelines, students will be awarded transfer credits for the activities carried out abroad in accordance with their Learning Agreement. A Learning Agreement is the official document to be approved by the student, the student's Home university and the Host institution. It confirms that the chosen educational activities are consistent with the study programme in which students are enrolled.

The number of credits to be earned abroad as set out in the Learning Agreement should be equal to the number of credits the student would achieve at the University of Milan over the same period, specifically: 60 credits for a whole academic year, 30 credits for a semester, 20 credits for a quarter.

According to said Guidelines students must earn at least 70% of the credits set out in their Learning Agreement during their mobility. After completing the Erasmus+ programme, students are required to submit a credits recognition request for all the credits earned abroad.

Visit <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/prior-departure> for more information on how to fill in the Learning Agreement and on credit transfer. Students will receive further information on the rules and procedures during the informative meetings (visit <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/how-take-part-programme/informative-meetings>).

Students must submit a general learning agreement proposal for each of the chosen campuses, stating the educational activities to be carried out abroad, in accordance with the objectives and contents of their degree programme and individual study plan. The proposed programme must include the reasons for undertaking Erasmus+ study, and any other element deemed relevant for the purposes of the selection, as well as the reasons for campus choices. The learning agreement proposal, including the above-mentioned reasons, must be drafted using **Form 1** attached to the present Call for Applications. It provides the Selection Committee with useful elements for assessing candidates' maturity and it constitutes the basis for their official Learning Agreement.

When choosing a destination, students should refer to Annexe A to verify partner universities' academic offer, as well as the existence of any specific requirements (language proficiency, enrolment, admission to courses). You can access partner universities' websites from the international Agreements' webpage: <https://www.unimi.it/en/international/university-milan-world/international-agreements> (regularly updated).



4. LANGUAGE SKILLS

All students applying for Erasmus+ must meet language-proficiency requirements, namely, an A2 level in the language(s) of study/work used on the chosen campus(es).

Language proficiency will be assessed under the Common European Framework of Reference for Languages (CEFR - <https://www.coe.int/en/web/language-policy/home>).

In order to check which working language is used at a specific University, students should visit their website and verify the academic offer.

Should courses be delivered in multiple languages (e.g. in the official language of the host country and in English or another language), students may meet the proficiency requirement in one language only, provided that they meet the second working language requirement within deadline set by the Host university.

Language skills of students enrolled in courses under **Languages** and **Veterinary Medicine** will be **verified during the oral interview**. These students must submit to their application **Form 2** - attached to the Call - to self-certify the level possessed.

Students from **all the other areas** - including the School of Language Mediation and Intercultural Communication - must submit either:

1 - An official certification recognized by the University; the list of recognized certifications is available at [Other foreign languages: tests and courses | Università degli Studi di Milano Statale \(unimi.it\)](#) . Certifications must have been obtained no more than **three years** before the time of application.

2 - A language proficiency statement obtained through the **University Language Centre - SLAM** (minimum level: A2).

For the sole purpose of this Call for applications, SLAM's proficiency statements are considered as valid when obtained no more than **four years** before the time of application.

Students who have already taken the English Placement Test with SLAM or their language proficiency test and do not have a level statement, should contact SLAM via the [Informastudenti](#) services ("TEST DI LINGUA" section) and request a language proficiency statement of the test they took. If the level of the language needed for your application expressly appears on your UniMi career, you can submit a **screenshot** of it in pdf-format.

Students who are enrolled in degree programmes entirely taught in English, or who attend curricula taught in English, are considered to automatically meet their English language requirement up to the level required for admission to their degree programme. These students will have to self-certify their English-language proficiency using Form 2. Students with a higher language proficiency are required to prove it as set forth in Annexe A for their study area.

Students whose **mothertongue** is the language they need to certify are also required to follow the same procedures as set forth for their study area.



Students who do not hold the above certifications/statements can obtain a language proficiency statement free of charge with SLAM's services, for some languages/levels only. For further information, please refer to the SLAM's webpage <https://www.unimi.it/en/study/language-proficiency/language-tests-and-courses-mobility-calls>.

Students are required to obtain their SLAM's level statement within the application deadline - 25 February 2022. Please note that you can register for one test per language only, by filling in the form available at <https://www.unimi.it/en/study/language-proficiency/language-tests-and-courses-mobility-calls>.

Any statement issued by tutors or university professors will not be deemed as valid for the purposes of applications. Likewise, any credits earned for language assessments that are not managed by SLAM or issued by other Universities will not be considered as a valid language certificate.

Students should be aware that Host Universities often require language skills higher than A2. For this reason, we invite students to double-check the requirements directly on host Universities' official websites.

Should higher language levels be required, students are expected to reach that level by the deadlines set by Host Universities.

5. APPLICATIONS AND DEADLINE

Applications must be submitted online at <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/how-take-part-programme> from 11 February 2022 to 25 February 2022 (until 13:00 - 1 pm).

Students can choose **one to three destinations** from among the opportunities offered by their study programme, and **consistently with their language skills**.

Please note that the destinations' order chosen by candidates in their application does not represent an order of priority.

The EWP (Erasmus Without Paper) implementation and its impact on the draft of digital agreements, together with the launch of the Programme 2021/2027, meant that some agreements with partner universities were extended, while others are not formalised. The latter are included in Annexe A with a specific note to identify them. The University of Milan reserves itself the right to allocate students on non-formalised agreements after publishing the selection's results.

Upon completion of the application form, the student must upload the following documents:

- 1) **Photocopy of a valid ID or passport (JPEG, BMP, or PNG files, max. size 2MB) - mandatory attachment;**
- 2) **CV and an academic transcript of records showing the grade for each passed exam (document available in Unimia); Master's degree students must also attach their**



Bachelor's transcript of records showing their final degree's grade and passed exams; Master's students who completed their Bachelor's degree in another Italian or international university, also need to upload an academic transcript of records of the previous career showing their degree and final grade. The curriculum may be drafted by using the Europass format (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>) - (PDF file - max 5MB) - mandatory attachment

- 3) **Proposed learning agreement** as specified in point 3 above (Form 1 - PDF file, max. size 10MB) - mandatory attachment;
- 4) **Documentation certifying language proficiency**, as required by the university for which you are applying to (to be uploaded as a single PDF file, max. size 10MB). For information on how to prove language skills, please refer to point 4 above - mandatory attachment;
- 5) **Any other documents** considered useful for the purposes of the application, such as any certificates of study, research or work placement abroad, or other international experiences - optional attachment - (single PDF file, max. size 5MB).

Students are invited to make sure they have the above documents ready in the required format before starting the application procedure.

Those who are waiting to enrol in a Master's degree programme of the University, as well as postgraduate and doctoral students who cannot access the online procedure, can submit their application through a specific online platform. For further information on this procedure, please contact the International Mobility and Promotion Office by writing a ticket to Informastudenti (INTER-Erasmus Studio\Bando e selezione Erasmus Studio) by the deadline.

6. SELECTION PROCESS

Candidates will go through a merit-based selection process. Ad-hoc Committees will assess the candidates' proposed learning agreement, CV and previous academic career, motivations and language proficiency, if not proven by a certification/SLAM certificate.

After the application deadline, Committees will meet to vet applications, and - when provided for by the Call - interview the candidates on the set dates. The date and venue for the selection interviews will be posted, at least 10 days in advance, on the University's website at <https://www.unimi.it/en/node/37257>.

For students enrolled in Bachelor's, Master's and single-cycle Master's degree programmes, the candidate's academic career will be assessed based on the **Erasmus Index**, which takes into account the average grade and credits earned with reference to the year of enrolment. Its maximum score is **15** for Legal, Political, Medical and Scientific Study areas, and **12** for the Humanities Area.



For the purpose of assessing the Erasmus Index, exam grades and credits registered up to 2 March 2022 will be taken into consideration.

Within one week of the day of extraction, students will be able to view their Erasmus Index score by logging in to http://studente.unimi.it/socrates_out/accesso/.

The Erasmus Indicator (EI) is calculated as follows: $EI = A \cdot C / 200$, where A = weighted average, C = percentage ratio between credits earned and credits to be earned (max. 100 - ratio refers to each enrolment year cohort).

For students from other Italian and foreign universities who are waiting to enrol in a Master's degree programme, as well as for postgraduate and doctoral students, who cannot be given a score based on the Erasmus Index, the Selection Committee will assess the candidate's previous academic career based on the documents attached to the application.

The Committee may assign 15 additional points (Legal, Political, Medical and Scientific Areas of Study) or 18 points (Humanities Area), in addition to the Index Score, according to the criteria set out for each Area of study in the Annexe A.

The selection criteria are the following:

- 1) Assessment of the candidate's proposed **learning agreement** and reasons for applying;
- 2) Assessment of the candidate's **CV, current academic career and previous academic career** (see point 5 above);
- 3) Assessment of the candidate's **language skills**, as specified in point 4, possibly during the interview.

Candidates scoring at least 1 in each category, and thus with an overall score of at least 3/15 or 3/18 (depending on the Area of Study), will be eligible for study in the chosen campus(es). Candidates falling short of the said minimum score will not be admitted to the programme, regardless of their Erasmus Index score.

The ranking will be based on the scores referred to in items 1), 2) and 3) above, plus the Erasmus Index score.

When provided for by the Call, the interview will be preferably held **remotely** and appropriate measures to ensure the candidate's identification will be taken, in accordance with the University of Milan's regulations.

The students' assessment will be based on the candidate's proposed learning agreement, motivations, academic career and - where appropriate - language proficiency. The



Committee, according to the criteria on Annexe A, will assign - for each destination - the selected students, students on the waitlist and those who are not eligible.

The final results of the selection process will be posted to <https://www.unimi.it/it/internazionale/studiare-allestero/cerca-una-opportunita-internazionale/bando-erasmus-studio-2022/2023>, approximately by the end of April 2022.

Within 5 days of the publication of the results, students can:

- Submit any observation/objection about the final ranking via Informastudenti (section "INTER- ERASMUS STUDIO \ Bando e Selezione Erasmus Studio", specifying "Esiti selezioni 2022-2023" as subject line);
- Inform of their wishing to waive their offered place via Informastudenti (section "INTER- ERASMUS STUDIO \ Rinuncia Erasmus Studio, specifying "Rinuncia selezioni 2022-2023" as subject line).

After these five days, any vacant places may be allocated to eligible students, as identified by the Committee, who could not be assigned to any destinations. Students, summoned by ranking order, may choose whether to accept a vacant destination or keep their place on the waitlist.

The new updated ranking together with any assigned vacant destinations will be published at <https://www.unimi.it/it/internazionale/studiare-allestero/cerca-una-opportunita-internazionale/bando-erasmus-studio-2022/2023>

Students on the waitlist can take over until 29 July 2022.

Selected students are required to:

- **Fill in their final Learning Agreement online.** This document sets out the study programme to be undertaken abroad, which must be agreed in advance with the Erasmus coordinator/tutor. Please refer to: <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/prior-departure>;
- **Sign their mobility contract**, setting out the conditions for allocating the mobility grant. Details on how to draw up the contract will be provided after the selections.

In addition, the student must fulfil other formalities as required by the host university (filling in the application form, submitting language certifications/certificates, and any other requirements).



After the University of Milan notifies the Host institution of the nominees following the selection process, it is the student's duty to inquire about the administrative requirements and deadlines as set by the host institution.

7. ERASMUS MOBILITY GRANT

Students selected under the Erasmus+ programme receive EU-funded grants.

Erasmus+ grants cover additional mobility costs, such as travel expenses and a higher cost of living in the host country. They are **not intended to cover the entire cost of study abroad**.

The monthly scholarship is set by the Erasmus+ National Agency, usually based on the cost of living in the destination country.

As a reference, please note that for the academic year 2022/2023 the monthly scholarships were assigned as follows:

Monthly scholarship	Destination country
Euro 350,00	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland
Euro 300,00	Austria, Belgium, France, Germany, Greece, Spain, Cyprus, Netherlands, Malta, Portugal
Euro 250,00	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey

Any changes to the above table based on national provisions will be promptly disclosed.

Please note that the number of monthly scholarships for each position, as set out in the bilateral agreements stipulated with the host universities, resulting in the value of the mobility grant, is merely an indication.

The actual amount of the grant is linked to the actual period abroad.



The monthly grant based on the destination country must be multiplied by the number of full months abroad. For any fractions of months, the financial aid will be calculated by multiplying the number of days by 1/30 of the monthly unit cost, using the European Commission's calculation platform.

Recipients of an Erasmus+ grant may not receive other EU-funded grants for the same period. If you are awarded an Erasmus+ grant, you are required to check for any conflicts with other calls for funds for which you have applied or intend to apply.

Please note that the grants will be awarded up to the limit of the funds made available to the University by the Erasmus+ National Agency on behalf of the European Commission.

Should EU funds be insufficient to cover all mobility places, the University will announce grant-award criteria in due course.

Grants will be paid on La Statale Card. Therefore, selected students are required to activate their personal badge as a *Flash Up Studio La Statale* prepaid card. Further information is available at this page: <https://www.unimi.it/en/study/student-services/carta-la-statale-badge>

8. MINISTRY AND UNIVERSITY-FUNDED ADDITIONAL GRANT

Being the Erasmus+ grant moderate in value, lower-income students may receive a supplement in order to promote their participation in the programme. The supplementary grant amount and award criteria are set annually by the University's Board of Directors.

The income position of students participating in the Erasmus+ programme will be determined based on the ISEE-University certificates for the academic year 2021/2022, as submitted according to the procedures and deadlines prescribed by the University of Milan for the purposes of a reduction on the second instalment of tuition fees. (See the 2021/2022 fee regulation at <https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them/fees-current-academic-year>.)

Students who receive a tuition waiver, or who do not normally apply for an ISEE-University certificate, should - if selected - request the certificate within the above-mentioned deadlines, if they believe that their household financial situation results in an ISEE value that does not exceed Euro 50,000.

We provide below, for mere information purposes, supplementary-grant award criteria as deliberated during the academic year 2021/2022:

ISEE thresholds	Monthly stipends
1 - ISEE \leq 13,000	Euro 400,00



2 - 13,000 < ISEE ≤ 21,000	Euro 350,00
3 - 21,000 < ISEE ≤ 26,000	Euro 300,00
4 - 26,000 < ISEE ≤ 30,000	Euro 250,00
5 - 30,000 < ISEE ≤ 40,000	Euro 200,00
6 - 40,000 < ISEE ≤ 50,000	Euro 150,00
7 - ISEE > 50,000	Euro 0

Supplementary-grant award criteria and amounts for Erasmus+ students selected for 2022/2023 will be defined by a resolution of the Board of Directors.

Please note that the supplementary grant cannot be awarded to Erasmus+ students who have been off track for more than one year. Moreover, the grant will be paid to entitled students **provided that** they earn at least 70% of the credits set out in their study-abroad Learning Agreement.

9. FOREIGN LANGUAGE COURSES

In order to allow students who are selected for a mobility period to become proficient in the language of the destination country before and during study abroad, the European Commission delivers online language courses (through the Online Linguistic Support-OLS). The assessments' licences will be assigned around July; students will be able to start their courses after the assessment. Courses are available for the following languages: English, French, German, Spanish, Dutch, Portuguese, Czech, Swedish, Danish, Greek, Polish, Bulgarian, Croatian, Hungarian, Romanian, Slovakian, Finnish, Estonian, Latvian, Lithuanian, Slovenian, Irish, Maltese.

Moreover, the University of Milan organizes every year free intensive courses on campus in the following languages: English, French, Spanish, German, Portuguese.

10. STUDENTS WITH SPECIAL NEEDS

In order to encourage students with physical- or mental-health-related needs to participate in the programme, the Erasmus+ National Agency may award them an additional grant on top of the mobility grant to cover their higher expenses abroad. The International Mobility and Promotion Office will, in due course, inform the selected students of the additional-grant application procedure, and collect the applications to be submitted to the National Agency.

11. PERSONAL DATA PROCESSING

Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation - GDPR") and Legislative Decree no. 196/2003, as amended and supplemented, the University undertakes to respect the confidentiality of the information provided by the applicant. All data will be processed only for the purposes of participation in the programme. Information on the



enforcement of the GDPR is available on the University website at <https://www.unimi.it/en/university/legislation/privacy> - Pathway: Home > The University > Regulations > Privacy.

Milan, 10 February 2022

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THE RECTOR
(Elio Franzini)