



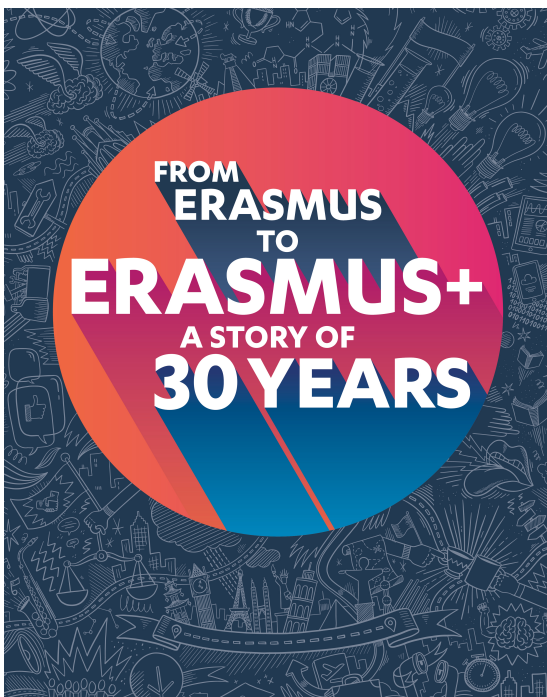
UNIVERSITÀ DI PARMA

ERASMUS PLUS CALL FOR APPLICATIONS MOBILITY FOR STUDY (SMS)

2018-2019 ACADEMIC YEAR

DEADLINE: 2nd MARCH 2018

(agreement I-PARMA01 to be officially approved by the National Erasmus Plus Agency INDIRE)



Online Linguistic Support

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GENERAL INFORMATION

Purposes

This call for applications regulates the selection for the awarding of grants for mobility study periods abroad as part of the Erasmus Plus Programme for A.Y. 2018/2019. In the period indicated, students can carry out their learning/educational activities at one of the partner Universities listed in “Attachment A – List of available destinations”, which is part of this call.

The Erasmus Plus Mobility for Study Programme (SMS) enables students to spend a period of continuous study abroad of no less than 3 months (90 days) and no more than 12 months between 1st June 2018 and 30th September 2019. During this period, it is not possible to carry out any educational activity at the University of Parma.

Students selected for a mobility period Erasmus Plus SMS, by receiving the status of “Erasmus Plus Student” and a grant, are allowed to attend courses and access the available facilities at the host institute without additional enrolment fees (except for any fees and/or small contributions that local students are usually required to pay as well). Students are also guaranteed full recognition for the assessed learning activities positively carried out abroad, only if previously approved in their *Learning Agreement for Studies*.

Activities to be carried out at the host university

The Erasmus Plus SMS Programme allows students in mobility to carry out the following activities:

- Study: attendance of courses (course units) and related assessment tests (exams).
- Preparation of the final degree dissertation or of the PhD thesis.
- Study and traineeships: curricular internship (only if envisaged in the course programme at the University of Parma) to be added to the courses upon agreement with the host university. During the mobility period regulated by the Erasmus Plus Programme for Study it is not possible to do traineeships only.

Please note:

Medical students undergoing specialised training must agree their learning programme abroad with the Director of the Specialisation School and obtain appropriate authorisation from the School Board. They are also required to check their insurance coverage with the competent offices. Similarly, PhD students must agree their learning programme abroad with the PhD Programme Coordinator.

EU Countries taking part in the Erasmus Plus Programme and available destinations

Students can spend a mobility period for study in one of the Universities having an agreement with the University of Parma and located in one of the following Programme Countries:

- Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- Iceland, Liechtenstein and Norway;
- the former Yugoslav Republic of Macedonia.

Due to the recent events occurred and the persistent state of uncertainty in Turkey, the University of Parma has decided not to activate any mobility agreement with the Turkish destinations for a.y. 2018/2019 in order to safeguard students' safety.

Mobility to Switzerland

Switzerland does not take part in the Erasmus Plus Programme under the same conditions as Programme Countries: specifically, there is no EU funding for mobility from and to Switzerland. In order to guarantee the present level of mobility and cooperation, the Swiss Federal Council has devised the **Swiss-European Mobility Programme** (SEMP) as a transitional solution. Following the signature of specific agreements of cooperation between European and Swiss universities, this solution enables the latter to finance the mobility of all incoming and outgoing students. For any further information, please contact the International Division (UO Internazionalizzazione) of the University of Parma (erasmus@unipr.it).

Financial contribution

Financial contribution for students' mobility for study is made up of:

1. grant from the European Union;
2. additional grant from the Italian Ministry of Education, Universities and Research (MIUR);
3. additional grant from the University of Parma;
4. further additional grants.

Funding for students on Erasmus+ mobility does not take the form of scholarships intended to cover all expenses, but rather represents a grant towards the additional expenses associated with living abroad. The amount of funding depends on the destination country of the student in mobility and the number of days actually spent abroad. Specifically, funding is divided into 3 groups of destination countries based on the cost of living:

- **Group 1** (Countries having a high cost of living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, the United Kingdom, Liechtenstein, Norway;
- **Group 2** (Countries having a medium cost of living): Austria, Belgium, Germany, France, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal;
- **Group 3** (Countries having a low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav Republic of Macedonia.

The amounts are currently allocated as follows:

- Students who have obtained an Erasmus Plus grant for one of the countries of Group 1 will get a financial contribution of € 280.00 per month;
- Students who have obtained an Erasmus Plus grant for one of the countries of Group 2 or 3 will get a financial contribution of € 230.00 per month.

The aforementioned groups/countries and related amounts are subject to change since this division has to be finally approved by the National Agency INDIRE.

The criteria for the allocation of the Erasmus Plus grants are defined by the financial agreement students must sign before departure for the host university.

Please note:

All Erasmus Plus funding is allocated solely for study or activities carried out abroad and for their subsequent recognition by the competent Degree Course Board: students who fail to complete any study activities with satisfactory results, who fail to obtain recognition from their Degree Course Board for the activities carried out, who fail to request any form of recognition, shall be required to return the full amount of the funding received.

The amount of the **additional grant from the MIUR** is **€ 50.00 per month**.

The amount of the **additional grant from the University of Parma** is **€ 50.00 per month**.

The additional grants from the MIUR or the University of Parma can be allocated to every mobility student upon reaching a minimum number of credits according to the duration of the mobility period, as illustrated in the chart below. Students failing to reach the minimum number of credits requested shall be required to return the full amount of the funding received.

Months	Days	Minimum credit amount
3	up to 90	6
4-5-6-7	from 91 to 210	12
8-9-10	from 211 to 300	24
11-12	from 301 to 360	30

Further additional grants:

- Contributions taken from the projects described in the Guide to the Erasmus Plus Programme for Student Mobility for Study (SMS) a.y. 2018/2019 which is part of this call. Such projects are:
 - CREDIT QUALITY;
 - INTERNATIONAL DEGREE;
 - SOCIAL MOBILITY;
 - EQUAL MOBILITY.
- Special funding, if any, for disabled students that may be allocated by the European Union. Successful candidates will be informed directly about the availability of special grants for disabled students, who must notify their status upon acceptance.

Please note:

All types of funding are subject to maintenance of the status of Erasmus Plus student by respecting the conditions and duties set by the Programme and described in the attached Guide: mobility duration of no less than 3 months (equivalent to no less than 90 days), attendance of the OLS tests, filling of the final EU survey form, submission of the Learning Agreement and the Certificate of Attendance.

Students losing of the status of Erasmus Plus student shall be required to return the full amount of the funding received.

REQUIREMENTS AND PROCEDURES FOR SUBMITTING APPLICATIONS

General requirements for eligibility

In order to submit an application for the Erasmus Plus – Mobility for Studies (SMS) – A.Y. 2018/2019, students must:

1. be enrolled in a First Cycle, Second Cycle or Single Cycle degree programme, a PhD programme or at a specialization school run by the University of Parma (with the exception of First and Second Level Master Programmes), including inter-university courses having the University of Parma as their administrative headquarters. Students who, on submitting the application, are enrolled in the third year or who are “fuori corso” (past the envisaged completion time for the degree course) of a First Cycle degree course and expect to graduate by the end of the 2017/2018 academic year, can apply for the call and participate to the selections provided that they enrol on a Second Cycle Degree Course for a.y. 2018/2019 before departing for the host university.
2. be up to date with their enrolment for the 2017/2018 academic year and with the payment of tuition fees by the deadline established by the University. Students who belong to one of the following categories can apply for the call by using the paper form:
 - a. students pre-enrolled on the first year of a Second Cycle Degree 2017-2018 who are to graduate within the last session available of the previous academic year (“sotto condizione di laurea”);
 - b. students pre-enrolled on the first year of a Second Cycle Degree 2017-2018 who have not received their UNIPR access credentials yet because they are coming from another University;
3. possess adequate language skills according to the chosen destination.

Please note:

Candidates who have already spent a mobility period within the frame of the Lifelong Learning Programme 2007-2013 (Erasmus for Study or Traineeship, Leonardo da Vinci Programme) or of the Erasmus Plus Programme (for Study or Traineeship) and who are going to apply for this call for the same study cycle can be admitted to the selection provided that the sum of the months of the mobility period(s) already spent and the mobility period they are applying for does not exceed the total number of 12 months. For Single Cycle Degrees, the maximum limit duration of mobility is 24 months. The postgraduate traineeship months are considered as part of the study cycle the candidate was enrolled when applying for the call.

Please note:

Students who are citizens of one of the Erasmus Plus partner countries and are enrolled at the University of Parma are eligible for mobility to a University of their home country provided that they do not reside there; in any case, they will not be given any priority during the selection procedure. Furthermore, before confirming acceptance of the exchange place, they must obtain official authorisation from the host University.

Language requirements

According to the Guidelines for the Erasmus Plus Programme set by the European Commission, adequate knowledge of the language of the destination country is highly recommended and recognised as a preferential requirement for application eligibility.

For Northern Europe Countries (Belgium – Flemish area, Denmark, Finland, Norway, the Netherlands, Sweden) and the countries where a minority language is spoken (Bulgaria, Croatia, Estonia, Greece, Latvia, Lithuania, Poland, Czech Republic, Slovakia, Romania, Slovenia, Hungary), English is considered as lingua franca.

In order to guarantee students in mobility for Erasmus Plus Programme proper verification of their level of language knowledge, the University of Parma, for call 2018/2019, has introduced the compulsory assessment of the candidates' language skills through the Language Placement Test.

Before submitting the application for the Erasmus Plus Call 2018/2019, candidates must sit the Language Placement Test 2018, scheduled in the following dates:

- February, 21st 2018
- February, 22nd 2018
- February, 23rd 2018

Candidates must apply for the LPT online. For further information, including exemptions from the LPT, please visit page <http://www.unipr.it> or the Guide to the Erasmus Plus Programme for Student Mobility for Study (SMS) A.Y. 2018/2019.

Please note:

After obtaining the grant, the awarded students must sit an online language test (OLS – Online Linguistic Support) provided by the EU Commission for the following languages: Bulgarian, Czech, Croatian, Danish, Finnish, French, Greek, English, Welsh, Polish, Portuguese, Romanian, Slovakian, Spanish, Swedish, German, Hungarian. This test must be sat before the departure and after the return from the study period. Attendance to the OLS online module is compulsory (to access the online test, please contact the Erasmus and International Home of the University of Parma to have your username and password). The financial contribution for the Erasmus Plus will be allocated upon successful result of the final test. For further information about the OLS, please visit the page <http://erasmusplusols.eu.it/>

Submitting an application

Each candidate must submit the application online only (by logging in the ESSE3 personal page at <https://unipr.esse3.cineca.it/Home.do> - Section "International Mobility" – Calls for applications for mobility) for a maximum of FIVE different vacancies in the partner universities (corresponding to no more than TWO different languages), which must be coherent with the degree course attended.

The online application (**ACCESSIBLE FROM 21st DECEMBER 2017**), properly filled in with all the necessary information, must be:

- Completed **BY 11 P.M. (ITALIAN TIME GMT +1) OF 2nd MARCH 2018**;
- Printed, signed and **submitted NOT LATER THAN 12 P.M. (ITALIAN TIME GMT +1) OF 5th MARCH 2018 to Ufficio Protocollo di Ateneo (Protocols Office of the University of Parma), located in via Università 12 – 43121 Parma**. Applications sent by ordinary mail must reach the office within the set deadline – the date of sending is NOT taken into account. It is possible to send the application by certified mail (from the candidate's personal certified mail address) to protocollo@pec.unipr.it.

Applications will be accepted ONLY if completed by the following COMPULSORY attachments:

- ATTACHMENT 1: Self- certification of the exams passed (candidates enrolled in a Second Cycle Degree Course must attach the self-certification of the exams of their Bachelor's Degree as well)
- ATTACHMENT 2: Motivational letter

Candidates who are not sitting the LPT language test (except for cases of exemption from the test) will have their application rejected, even in case they have already submitted it to the Ufficio Protocollo.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IT WILL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER SUBMISSION.

After the deadline for submission:

- 1) The offices will verify all the applicants' requirements and admit them to the final assessment;
- 2) The Departmental coordinators and the designated Commissions will assess all applications (and possibly call candidates for an interview) and will provide the offices with the final list of winners, which will be published in the University website as well.

Useful information for destination choice

Even in case of positive selection, acceptance of the student in mobility is conditional to the approval by the host university. Students should verify the specific requirements, deadlines, conditions and course list of the partner Universities before choosing the destination. The host university may not accept students who have obtained a mobility grant due to objective impediments contrasting with the regulations set by the host university, such as:

- failure to send the list of the selected students (nomination) within the set deadlines;
- failure to respect the application procedures established by the partner university;
- lack of the language requirements requested by the partner university;
- possible incompatibility between the study plan chosen by the student and the course list offered by the partner university;
- access and stay modalities set by the foreign country.

Incompatibilities

Students cannot obtain the status of Erasmus Plus student and the related grant if, at the same time, they are beneficiaries of:

- other grants financed by the European Union;
- collaboration grants;
- other mobility grants financed by other University units.

Students awarded an Erasmus Plus exchange place cannot obtain other exchange places for the same purpose (study) for the same academic year.

A student can receive an Erasmus Plus grant (for study, traineeship, in the EU or outside the EU) for every study cycle for no more than 12 months per cycle (First and Second); for Single Cycle Degrees, the maximum duration is 24 months. When calculating the 12 (First and Second Cycle) and 24 (Single Cycle) months, previous mobility experiences in the frame of LLP/Erasmus, Erasmus Placement, Erasmus Mundus Action 1 or Action 2 are taken into account as well.

PhD students who, at the closing date of the selections for this call, will result winners of an Erasmus Plus mobility must indicate whether they would like to benefit of the Erasmus Plus Mobility for Study financial contribution or of the additional contribution for their PhD scholarship during their mobility period.

SELECTION PROCEDURES

Award criteria

Each Department (or disciplinary area) adopts its own selection criteria and nominates independent assessment Commissions.

The selection criteria adopted by each Department or disciplinary area are listed in ATTACHMENT B “Selection Criteria” of this call for applications.

Acceptance of exchange place, withdrawal, replacement

The dates of the selection tests and ranking lists will be published on the University website at the page: http://www.unipr.it/erasmusplus_sms_out_2018_2019.

The publication functions as public notice. No e-mail will be sent to the candidates.

The successful candidates must confirm acceptance of their exchange places **within 10 days** from the publication date of the Department ranking list. After the acceptance deadline, successful candidates who have not confirmed acceptance will be automatically deleted from the lists and their places made available to the other students following in the rankings.

Once students have confirmed acceptance of an exchange place, they must:

- 1) fulfil all the administrative requests of the partner university;
- 2) define and obtain approval for their mobility study plan (and sign it), according to the procedures set by their Department (*Learning Agreement for studies*);
- 3) sign a “Financial Agreement”.

Before departure, withdrawal from an Erasmus Plus mobility grant, if properly motivated, can be made any time of the study period and will not result in any academic penalty.

Disabled students obtaining an Erasmus Plus mobility grant who want to ask for additional financial contribution must do so at the moment of grant allocation by the Erasmus and International Home (P.le San Francesco, 3 – 43121 Parma – erasmus@unipr.it).

PLEASE NOTE:

ALL THE ACTIVITIES AND THE RELATED FINANCIAL CONTRIBUTIONS SET BY THIS CALL FOR APPLICATIONS ARE SUBMITTED TO THE APPROVAL OF THE FINANCIAL AGREEMENT ERASMUS PLUS – MOBILITY FOR STUDY A.Y. 2018-2019 BETWEEN THE NATIONAL AGENCY INDIRE/ERASMUS PLUS AND THE UNIVERSITY OF PARMA. THEREFORE, THE PUBLICATION OF THIS CALL IS UNDER CONDITION OF APPROVAL.

This Call is completed by the following attachments:

- **ATTACHMENT A: List of Destinations**
- **ATTACHMENT B: Selection Criteria**
- **ATTACHMENT C: Guide to the Erasmus Plus SMS Programme 2018/2019**
- **ATTACHMENT D: Chart of the International Language Proficiency Certifications**
- **ATTACHMENT E: Application Form (downloaded from ESSE3)**
- **ATTACHMENT E2: Application Form – paper format (for pre-enrolled students only)**
- **ATTACHMENT F: Motivational Letter (to be attached to the Application Form)**

CONTACTS

The Pro Rector for Internationalisation

Prof. Simonetta Anna Valenti

Administrative Offices

U.O. Internazionalizzazione (International Division) – Erasmus and International Home

P.le San Francesco, 3 – 43121 Parma

Phone number: +39 0521 904203

E-mail: erasmus@unipr.it

Opening times:

Monday, Tuesday, Wednesday, Friday: 9:00 a.m. – 12:00 p.m. /Thursday: 9:00 a.m. – 1:00 p.m.

PROCEDURE SUPERVISOR

Pursuant to art. 4 of Law 241 dated 7 August 1990 (new regulations for the administrative procedure and right of access to administrative documents'), the procedure supervisor is Dr. Alessandro Bernazzoli, Head of the International Division (UO Internazionalizzazione) of the University of Parma. Candidates are entitled to exercise their right to access competition proceedings as foreseen by the regulations in force. Requests must be submitted to the UO Internazionalizzazione – Erasmus and International Home, P.le San Francesco 3 – 43121 Parma, by filling in a form which can be requested at the office.

Information pursuant to Art 13 of Legislative Decree 30/06/03 No 196, 'Personal Data Code'

1. Purpose of data processing.
The University of Parma will process data provided exclusively for institutional purposes and in compliance with the regulations in force for the protection of personal data. Specifically, the personal data requested is processed for the purposes of drawing up ranking lists for the allocation of exchange places and grants.
2. Data processing procedures and interested parties.
The processing of personal data is executed using IT systems and manually in hard copy, in full compliance with the regulations in force for the protection of personal data (Legislative Decree 196/03). This data may be passed on to external parties, both for the evaluation of candidates and for the grants or additional contributions in support of mobility.
3. Data Controller:
For the purpose of drawing up ranking lists for the allocation of exchange places and grants, the data controller is the University of Parma, headquarters in Via Università,12 - 43121 Parma, which may be contacted for the exercise of rights pursuant to art. 7 of Legislative Decree 196/2003. The Director of the Research, Internationalisation, Museums and Libraries Area of the University of Parma is the Data Processor.

Parma, 12/12/2017

The Rector

Prof. Paolo Andrei