



Allegato al D.R. rep. n. 595 /2017 prot. n. 119740/III/14 del 27/10/2017



### ERASMUS+ HIGHER EDUCATION STUDENTS MOBILITY – KEY ACTION 107 – International Credit Mobility Project

#### Call for Applications Student Mobility for Studies Academic Year 2017-18 – II Semester

#### Art. 1 Purpose of the Call and General Regulations

1.1 This call regulates the application procedure for student mobility in the framework of the **Erasmus+ International**

**Credit Mobility Project** between **University of Bergamo (UNIBG)**, Italy and the following countries and partner universities:

**Russian Federation:** Higher School of Economics (HSE, Nizhny Novgorod)

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2021. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.

1.2 The present Erasmus+ International Credit Mobility Project between UNIBG and its partner universities has a duration of 26 months, from June 1<sup>st</sup> 2016 to July 31<sup>st</sup> 2018.

#### Art. 2 Student Mobility:

Under this call for applications the following places are available for prospective UNIBG students enrolled at:

**Bachelor Level/Laurea Triennale (LT)** -1st cycle - at least in their third year of studies;

**Master Level/ Laurea Magistrale (LM)** - 2nd cycle – 1<sup>st</sup> or 2<sup>nd</sup> year

**Russia: 2 places available for :**

- **HSE** – Higher School of Economics:

- 2 for 5 months each in the following academic fields: Languages – ISCED code 023;

*Open to students enrolled in: - their third year of the LT in LINGUE E LETTERATURE STRANIERE MODERNE*

*- the following Master Degree Courses/LM: LINGUE MODERNE PER LA COMUNICAZIONE E COOPERAZIONE INTERNAZIONALE; LINGUE E LETTERATURE EUROPEE E PANAMERICANE*

UNIBG Academic Coordinator/s: for ISCED code 023 Prof. Maria Chiara Pesenti - email: [maria-chiara.pesenti@unibg.it](mailto:maria-chiara.pesenti@unibg.it)

#### Art. 3 Mobility Period:

The mobility period will start in February 2018 for a total of 5 months. All mobility activities must end by 31<sup>st</sup> July 2018.



### Art. 4 Admission Requirements:

4.1 In order to apply, prospective candidates must be enrolled at UNIBG for the whole duration of the mobility.

4.2 Language Prerequisites (levels are based on the Common European Framework of Reference for Languages – see attached grid:

Russian B2 for Russian-taught courses or English B2 for English-taught courses

**No language certificate is required.** Applicants will be asked to give proof of evidence of the language test, passed nearby the CCL Language Centre at UNIBG, in relation to their Erasmus destination.

### 4.3 Incompatibility

- Students may participate in more than one Erasmus+ mobility period, either as a student or as a trainee, but all mobilities cannot exceed a maximum of 12 months per study cycle (first cycle BA or second cycle MA)
- It is not possible to benefit during the same mobility period from any other grant provided by the European Commission (study /teaching or training).
- The mobility activity must be carried out in a Programme or Partner Country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies. - Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

### 4.4 Ineligibility

- If, at any stage in the application procedure, it is determined the applicant has knowingly submitted false information or claims, the candidate will be disqualified from the selection process.
- Selected beneficiaries who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

### Art. 5 Activities

Erasmus+ grants for study are awarded for full-time study activities, including thesis preparation.

### Art. 6 Grants

6.1 Beneficiaries will receive a grant of **650€ per month** as a contribution to their costs for **individual support** during their mobility.

6.2 **Travel costs** will also be supported by the Erasmus+ International Credit Mobility Project. The following rates apply, based on travel distance expressed in km:

Travel distance 100-499 KM: 180€/person  
Travel distance 500-1999 KM: 275€/person  
Travel distance 2000-2999 KM: 360€/person  
Travel distance 3000-3999 KM: 530€/person  
Travel distance 4000-7999 KM: 820€/person  
Travel distance 8000 KM or more: 1100€/person

6.3. Erasmus+ selected beneficiaries are required to purchase international medical insurance with their own funds but accident and liability coverage will be provided UNIBG.

6.4 Erasmus+ selected beneficiaries will continue to pay fees to UNIBG but will benefit from a tuition-fee waiver from their host university.



6.5 The mobility period must be carried out any interruption and it must not be split into different periods. Therefore, during their mobility period beneficiaries cannot carry out any learning activity neither exams at UNIBG.

6.6 Selected candidates accepting the scholarship will sign a grant agreement for mobility listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

6.7 Special needs support:

Extra-financial support may be available for beneficiaries with special needs. The contribution will be awarded to beneficiaries who request it at time of acceptance of the mobility grant but will depend on the approval of the Erasmus+ Italian National Agency.

6.8 Administrative support:

The host partner university will support UNIBG students with visa application and accommodation.

### Art. 7 Admission procedure

7.1 Application

**Application form** and **all required documents** (7.2) are to be submitted exclusively via e-mail to the following address: [blerta.topalli@unibg.it](mailto:blerta.topalli@unibg.it) from **3/11/2017** to **23/11/2017**.

**Deadline: 23<sup>rd</sup> November 2017 - 12.00 a.m.**

Any application received after the deadline will not be accepted.

A confirmation e-mail will be sent to the applicants after their application has been successfully submitted.

The official language for the application is English. At the time of application, any diplomas, transcripts and other official documents may be submitted in original language.

The **application form** and **all the attachments MUST BE MERGED IN ONE PDF** file named after the Host University and Country for which the application is submitted and the candidate's name and surname, following this scheme: **acronym.country.name.surname.pdf** (for example: **HSE.rus.mario.rossi.pdf**) and forwarded via email to [blerta.topalli@unibg.it](mailto:blerta.topalli@unibg.it)

Applications which do not meet all these requirements will not be accepted.

### 7.2 Required Documents

Bachelor and Master students must provide the following documents:

- Application form duly signed;
- Copy of a valid passport;
- Non-EU citizens must provide proof of residency (copy of Residency Permit valid for the entire duration of mobility).
- Self-certification of enrolment at UNIBG (may be printed from Sportello-Internet);
- Copy of transcript of records. The transcript of records must contain list of exams and grades/marks relating to first-cycle degree;
- Proposed Learning agreement (signed only by the student);
- Curriculum Vitae (max 2 pages) in English including extra-curricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of the mobility. Please use the European template on <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>
- Motivation letter (max 2 pages) giving background information and reasons for applying to the programme;

7.3. One application per destination:

A candidate may submit as many applications as the number of destinations available, if he /she meets the relevant requirements (ISCED code, language, level of mobility).

### Art. 8 Selection process



8.1 A formal selection committee will be constituted after the application deadline and the official document will be uploaded on the following webpage: <http://www.unibg.it/internazionalizzazione/bandi-tirocini-e-studio-allestero>

The selection process includes the following steps:

- Eligibility check by UNIBG International Office;
- Evaluation process

Valid and eligible applications will be evaluated according to the following criteria, which have been jointly agreed by the partner university and the UNIBG, as coordinating university:

- academic performance;
- motivation (including CV & additional information);
- language skills;
- previous mobility experience.

8.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

8.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

8.4 UNIBG Selection Committee will invite the candidates for an interview that will be held not later than 30<sup>th</sup> November 2017. The date will be published on Unibg website and each eligible candidate will be personally contacted via e-mail.

8.5 At the end of the selection procedure UNIBG will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates that may be awarded a grant in case of withdrawal/drop-out of selected students.

8.6 At the end of the evaluation procedure, all applicants will be notified at their institutional e-mail addresses ([matricola@studenti.unibg.it](mailto:matricola@studenti.unibg.it)) of the selection results. The final list will be also uploaded on the following webpage: <http://www.unibg.it/internazionalizzazione/bandi-tirocini-e-studio-allestero>

8.7 Selected candidates are required to **accept or reject the mobility assigned in written** (no later than 7 days from the notification e-mail). For every selected candidate who rejects or does not accept within the deadline, UNIBG will nominate a candidate from the reserve list.

8.8 Appeal Procedure

- **Rejected applicants** can file a complaint to [elena.gotti@unibg.it](mailto:elena.gotti@unibg.it) not later than **2 days after the notification e-mail**, explaining their reasons.
- Complaints from applicants who have failed to satisfy all the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committees have not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

### Art. 9 Data protection

The personal data provided shall be processed in compliance with the principles and provisions of Italian Legislative Decree no. 196/2003 (Data Protection Act) and in any case exclusively for the purposes of this call for applications and for the purpose of processing your application and any other documents relevant to the mobility mentioned in this call.

Bergamo, 27/10/2017

The Rector

Signed Prof. Remo Morzenti Pellegrini