



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali



Allegato al D.R.

**ERASMUS+ HIGHER EDUCATION STUDENTS MOBILITY - KEY ACTION 1
International Credit Mobility Project - 2023-1-IT02-KA171-HED-000136021**

**Call for Applications
Student Mobility for Studies
Academic Year 2024-2025**

Art. 1 Purpose of the Call and General Regulations

1.1 This call regulates the application procedure for student mobility for studies in the framework of the **Erasmus+ International Credit Mobility Project** among **University of Bergamo (UNIBG)**, Italy and **University of Tirana, Albania and University of Sarajevo, Bosnia-Herzegovina**.

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2021-2027. 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 among **Università degli Studi di Bergamo** and **University of Tirana, Albania and University of Sarajevo, Bosnia-Herzegovina** will be valid until July 31st 2026.

Art. 2 Student Mobility:

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

- **Department of Economics or Department of Management or Department of Law**

University of Tirana, Tirana, Albania

3 places available for 5 months in the following academic fields:

- Economics - ISCED code 041;
- Law - ISCED code 042

The call is open to students enrolled in:

Economics

Bachelor Level/Laurea Triennale (LT) - 1st cycle - in their 2nd and 3rd year of studies;

Master Level/ Laurea Magistrale (LM) - 2nd cycle - 1st or 2nd year

Law

Bachelor Level/Laurea Triennale (LT) - 1st cycle - in their 2nd and 3rd year of studies;

Master Level/ Laurea Magistrale (LM) - 2nd cycle - 1st or 2nd year

Laurea Magistrale a Ciclo Unico (5 anni) - in their 2nd, 3rd, 4th and 5th year of studies

For more information please visit the website:

<https://unitir.edu.al/eng/incoming-mobilities-erasmus-at-university-of-tirana/>

and contact the UNIBG Academic Coordinator: Prof. Stefano Lucarelli: stefano.lucarelli@unibg.it



- **Department of Foreign Languages, Literatures and Cultures:**

University of Sarajevo, Sarajevo, Bosnia-Herzegovina

1 place available for 5 months in the following academic field:

- Languages - ISCED code 023;

The call is open to students enrolled in:

Bachelor Level/Laurea Triennale (LT) - 1st cycle - in their 2nd and 3rd year of studies;

Master Level/ Laurea Magistrale (LM) - 2nd cycle - 1st or 2nd year

For more information please visit the website:

<https://www.ff.unsa.ba/files/trajno/nirmas/exchangestudents.pdf>

and contact the UNIBG Academic Coordinator: Prof. Manuela Moroni: manuela.moroni@unibg.it

Art. 3 Mobility Period

1st or 2nd semester of the academic year 2024-2025

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

Main language:

English B2 (for the University of Tirana)

German B2 (for the University of Sarajevo)

No language certificate is required.

Applicants will hold an interview in English and/or German during the selection process, which will assess their language knowledge.

4.3 Incompatibility

- A student 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 organization 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 **700€ 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 500-1999 KM: 275€/person

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

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

Deadline:

- 29th February 2024 - 10.00 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: **UNITIRANA.albania.mario.rossi.pdf**) and forwarded via email to 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 (**only typed form admitted**):

- Application form duly signed;
- Copy of a valid travel document;
- 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. ****For MA applicants only:** 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;

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 may decide to invite the candidates for an interview.

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) 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 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 the European Law 2016/679 (EU GDPR) 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, registry number and date

The Chancellor
Prof. Sergio Cavalieri