



**PARTNER COUNTRIES – A.Y. 2017/2018
CALL FOR NR. 15 GRANTS OF THREE MONTHS LENGTH
FOR TRAINING ACTIVITIES ABROAD**

1. General information

It is open a call for nr. 15 grants **for Unicam students enrolled in Bachelor Degree, Master Degree, One-tier Master Degree, School of Specialization and PhD course**. Each grant, of 3 months length, has a total amount of € 3.000,00.

The grants are aimed to develop training activities abroad, meant as preparation of thesis, internship/curricular stage, research (for PhD students) in countries listed as ERASMUS+ Partner Countries (the list is available at <http://www.erasmusplus.it/wp-content/uploads/2017/01/Erasmus-mondo-LOW.pdf>, second page). The activity have to be carried out at universities, higher education institutions or highly qualified professional offices.

The 15 grants will be divided into two ranking lists:

- nr. 12 grants will be reserved for Unicam students enrolled in Bachelor Degree, Master Degree and One-tier Master Degree;
- nr. 3 grants will be reserved for Unicam students enrolled in School of Specialization or PhD courses that have not been awarded of extra grants for mobility.

If all the grants of one list will be not awarded, they will be assigned to the qualified students in the other ranking list.

Further credits than required ones will not be considered for the final ranking.

No grant can be awarded after 31 July, 2018 and the mobility period must start within November 2018.

The mobility period cannot be carried out at the student's home country.

2. Activities that can be carried out abroad

The students enrolled in Bachelor Degree, Master Degree, One-tier Master Degree and School of Specialization:

- **who want to acquire curricular credits** must plan in advance the activity with the responsible of the study course that will be his tutor during all the period. The Responsible and the Delegate for Internationalization of the study course must fill in and sign the Learning Agreement (attachment nr .2 “Before the mobility”), specifying the total amount of the credits that the student will acquire. The tutor will identify the foreign higher education Institution tutor.
- **who want to carry out a thesis activity** must define the subject with the supervisor that has to identify the offices and the tutor in the host institution. The Responsible and the Delegate for Internationalization of the study course must fill in and sign the Learning



Agreement (attachment nr. 3), specifying the total amount of the credits that the student will acquire.

- **who want to carry out an internship activity** must identify a professor of the study course as tutor. The Tutor, the Responsible, the Delegate for Internationalization and the Delegate for Stage and Placement of the study course have to fill in and sign the Learning Agreement (attachment nr. 3), specifying the total amount of the credits that will be acquired. Awarded students have to complete and carried out all the procedures required by Unicam for this kind of activity.

The student enrolled in a PhD course:

- can carry out research or thesis activity. The Supervisor will be also entitled as Tutor. The Tutor and PhD Coordinator must fill in and sign the Learning Agreement (attachment nr. 4), specifying the total amount of the credits that will be acquired.

The Tutor must contact the host institution where the activity (curricular teaching, thesis, internship/stage, research) will be carried out specifying the mobility period in order to obtain a formal acceptance (formal invitation).

This document, within the expiration date, must be sent by the Tutor to the Mobility and International Relations Office also by e-mail to relazioni.internazionali@unicam.it, declaring that the activity is coherent with Unicam programmes. At the end of the mobility, the Tutor will evaluate the credits and the work of the student.

3. Participation requirements

Candidates:

a. have to be regularly enrolled in a Bachelor Degree, Master Degree or One-tier Master Degree (“in corso” or at the the first year as “fuori corso”) and have acquired:

- min. 90 credits for Bachelor degree students;
- min. 120 credits for one-tier degree students;
- no minimum of credits for Master degree students;

b. have to be regularly enrolled, in a School of specialization or in a PhD Unicam course, have not been awarded of extra grants for mobility.

The candidate will be in the conditions foreseen by the regulations of his/her study course and by the university teaching regulations for the participation to activities linked by internship/stage or thesis during the mobility.

4. How to apply

The application form, (attachment nr.1) must be sent by registered mail or delivered by hand to Unicam UFFICIO PROTOCOLLO, University Campus via D’Accorso - 62032 Camerino (MC) **not later than 13:00, March 19, 2018.**



On the envelope must be clearly written: “*Bando Partner Countries 2018 - Polo degli Studenti, Ufficio Mobilità e Relazioni internazionali*”.

For applications sent by post, the date of postmark will NOT be considered.

In the application form must be specified both the address and the phone number in case of urgent communication. Every change must be promptly communicated.

Please note that all communications will be sent only to the UNICAM e-mail address such as name.surname@studenti.unicam.it or name.surname@unicam.it.

- Student enrolled in Bachelor Degree course, Master Degree course, One-tier Master Degree course and School of Specialization has to attach to the application form the following required documents:
 - a. enrollment self-declaration, student electronic booklet), and, for Master Degree students the Bachelor Degree mark;
 - b. copy of documents attesting the formal commitment of acceptance (formal invitation) by the high education institution. In case of highly qualified professional offices, the candidate must provide, beyond the acceptance letter, even the official website of the company. The documentation will be evaluated by the Examination Board that will decide about the eligibility of the chosen institution;
 - c. list and copies of any useful document for the grant awarding;
 - d. **1. to acquire curricular credits** Learning Agreement (attachment nr. 2 “Before the mobility”), duly signed by the Tutor and the Delegate for Internationalization of the study course;
2. to carry out a thesis activity Learning Agreement (attachment n.3), duly signed by the Supervisor, the responsible of the study course and the delegate for Internationalization;
3. to carry out an internship activity Learning Agreement (attachente nr. 3) duly signed by the tutor, the responsible of the study course, the delegate for Internationalization and the Delegate for Stage and Placement of the study course.

- PhD students must attach to the application form the following documents:
 - a. Learning Agreement for thesis or research (attachment nr. 4) undersigned by the Supervisor and the Coordinator of the PhD with brief description of the thesis or research activity in English, French or Spanish;
 - b. copy of documents attesting the formal commitment of acceptance (formal invitation) by the high education institution. In case of highly qualified professional offices, the candidate must provide, beyond the acceptance letter, even the official website of the company. The documentation will be evaluated by the Examination Board that will decide about the eligibility of the chosen institution
 - c. list and copies of any useful document for the grant awarding;
 - d. not been awarded of extra grants for mobility.



The list of admitted candidates will be published on the website www.unicam.it, bandi, on March 20, 2018 within 13:00 p.m.

An interview will be held in English, French or Spanish as specified in the application form by the candidate starting from 11:00, March 22, 2018 in **Polo G. Giachetta, Via Madonna delle Carceri, Camerino.**

During the interview candidates will discuss the chosen activity. Without any language certification, the language proficiency will be verified during the interview.

Without any certification of B1 english knowledge the interview will also verify language competences. If the candidate will not pass the examination, he/she will be automatically excluded from the ranking.

An official language certification (Cambridge, TOEFL, IELTS) of B2 level will be evaluated as relevant qualification.

This communication has official convocation value, candidates will not receive any other communication.

5. Selection criteria and evaluation

The selection will be based on merit in accordance with the following criteria:

- for students enrolled in Bachelor Degree, Master Degree, One-tier Master Degree:
 1. ratio between the credits achieved and the number of credits to achieve and the average exams marks (up to 12 points); graduation mark will be considered during the evaluation of the average grade for students enrolled in Master Degree;
 2. other relevant certifications/docuemtns (as B2 official language certification): 0,5 point each (up to 3 points);
 3. interview up to 15 points;
- for students enrolled in School of Specialization or in PhD course:
 1. graduation mark up to 15 points;
 2. other relevant certifications/docuemtns (as B2 official language certification): 0,5 point each (up to 3 points);
 3. interview up to 12 points.

In the final ranking will be included only the candidates that have reached at least 12 points.

The final rankings will be available from **March 23, 2018** on the Unicom website and at the Mobility and International Relations Office.

In case of the same ranking score will be given priority to the student not previously winner of the same grant and in case of a further same ranking score to the student who has achieved the highest number of credits.

Examination Board will be composed by the Delegate for Internationalization, three Responsibles of university Schools or study courses in charge for Internationalization and a Representative of Mobility and International Relations Office.



6. Ranking, acceptance, withdrawal

Successful candidates must send within 15 days from the ranking list publication to relazioni.internazionali@unicam.it an official declaration of acceptance or withdrawal (attachment nr. 5) attesting the willingness to begin the activity within the scheduled time limits.

In case of lack of declaration the candidate will be excluded.

It is also required, under penalty of exclusion, to send within 30 days from the ranking lists publication an activity time planning with the starting and ending date and a copy of flight/train ticket maximum 30 days before the departure.

In case of lack of documentation, the application will not be considered.

The necessary information regarding the entry procedure and the temporary stay must be obtained from the hosting institution or diplomatic authority (Embassies and Consulates) of the foreign country.

If an entry visa is required, it is necessary to know the application timing, the procedure to be followed and the rules regarding the issue of the temporary residence permit.

Non-EU students awarded of a grant must submit enclose to the formal acceptance the visa application.

7. Amount of the grant

The total amount of the grant is €3.000,00. In case of shorter period the grant will be proportionally reduced.

The payment of the grant will be defined in an individual financial agreement that will be signed by the awarded candidate before the departure.

The successful candidates, at the end of the mobility period, must present:

1. Certificate of Attendance approved and signed in by the Responsible of the hosting institution with the indication of the exact period of the mobility. **This document must be required by the student but must be send directly from the host institution to UNICAM by email to relazioni.internazionali@unicam.it;**
2. candidate who carried out thesis, stage/internship or research activity must produce personally a report about the work done undersigned by Responsible of hosting institution. If the report will be positively evaluated by the Unicam Tutor must be sen by email to relazioni.internazionali@unicam.it;
3. candidate who acquired curricular credits during the mobility must submit the Learning Agreement "After the Mobility" (attachment nr. 2) filled with all the reported grades and dates of the given exams.

8. Extention of the mobility period

Requests aimed at the extension of the mobility period will be evaluated on the basis of appropriate motivations and the possibility of additional budget funds.



9. Contacts

Delegate of the Rector for International Mobility:

Prof. Renato De Leone

Administrative office - Mobility and international relations office/Students services and international mobility office:

Dr. Rita Ortenzi - tel. 0737 404611

Dr. Claudia Caprodossi - tel. 0737 404618

E-mail:

relazioni.internazionali@unicam.it

Office hours:

Mon. - Wen. - Fri. 10:30/13:30

Tue. - Thu. 15:00/17:00

Legislative references: art. 4, legge 241/1990 and successive modifications. Art. 13, d.lgs. 30.06.03 n. 196

Il Direttore Generale
Dott. Vincenzo Tedesco

Camerino, 15 gennaio 2018

Attachments:

Attachment n. 1: Application form

Attachment n. 2: Learning Agreement Student Mobility for Studies

Attachment n. 3: Learning Agreement Student Mobility for Thesis or Stage

Attachment n. 4: Learning Agreement for PhD Student Mobility for Thesis or Research

Attachment n. 5: Dichiarazione di accettazione/rinuncia